



Friends of Looe Community Academy (FOLCA)

Minutes of Meeting

Date: Tuesday 29 September 2026 **Time:** 3.45-4.55pm **Location:** LCA
Minutes taken by recording

1. Welcome and apologies

Present:

Ellie Jackson, Naomi Ozmen, Jenny Runnals, Celine Lefebvre, Claire Marshall

Apologies:

Sarah Barker, Sam Day, Claire Massey-McCarthy, Eleanor Russel, Rache Rowel, Kristy Hurnell.

The meeting was called to order with a welcome to all attendees. Apologies were noted for absent members. The Chair expressed excuses for the late timing in September due to personal circumstances.

2. Chair's Update

The Chair expresses gratitude in terms of the number of events over the summer, it was pretty good. A lot went on, and some times over the same week, and the team of volunteers did try and managed to get everything organised.

Even if some time it was all about the last minute, all things went reasonably well.

The committee expresses its willingness to have a word back from the school - via Sam Day - to get their feeling.

3. Treasurer's Update

Cash at Bank:£316.53

Events

15.07.26 - Music presentation: profit £36.30

16.07.26 - Year 10 parents' evening: profit

July '26 - Bags2School July: £30

21.09.26 - Year 6 open evening: profit £51.44

Sum-up machine is now set up in the name of FOLCA and provisional terms of use agreements have been signed by Sarah Barker, Ellie Jackson and Celine Lefebvre. This was done electronically just before the event and we need to get this properly drawn up and signed. SB to organise for the next meeting.

Use of the Sum-up machine has proven to be absolutely necessary as we take more money if a card is available.

There were some teething issues with people getting thrown out of the account - SB to look into.

It is noted how useful is the sum-up machine as most of the sales (parents or children) are done via card payments.

4. Recent Events & Fundraising Review

The group discussed the amount of profit made from different activities. The general point was that these activities can generate useful amounts of money but the group needs to keep track of what is actually profit.

There was a discussion about how fundraising figures could be presented, particularly to distinguish between income received, the cost of goods sold, stock remaining after an event, and the resulting profit. This would help provide a clearer picture of the outcome of each fundraising activity and make it easier for Folca to communicate the results.

It is noted that for Open doors Events, Folca wouldn't need to be selling cakes when food is given around by another organisation (here, the kitchen): it is a time and effort asked to the parents when the efficiency doesn't seem to be proven.

5. Stock Control & Lockable Storage

The group regrets that its stocks (drinks and sweets) from Summer were used since last event for other aims than the PTA's.

The chair takes the group to visit the office/cupboard dedicated to Folca by the school. It is a lockable office, a fridge can be plugged in, a notice board could be installed (in front of the inside window) and provide information about Folca and its activities. Discussions about the

notice board being removable, about the fridge being donated, about a freezer for the end of year events...

After the place is emptied by the school team, a time of organising and cleaning the place is needed: the available space needs to be worked out, including storing the preloved uniforms and others...

Folca expresses its gratitude to the Headteacher and its team for dedicating the office to its use.

6. DBS Checks & Volunteering

The group discussed DBS checks and the practicalities of getting people registered as volunteers.

There was some discussion about who needs a DBS check, about people happy to help but do not necessarily want to commit to regular volunteering...

The Chair suggested inviting the RH person in charge at one of our meetings so she can get IDs of people if needed.

7. Bag2School & Clothing Donations

There was some confusion and frustration about the pricing and the amount returned to the Folca.

It was mentioned on Bag2School website, and confirmed by the driver, an approximative total amount of £150. The general profit was in fact £30.

The main question for the group is: Is the workforce involved worth the money paid back? The committee asked that the question should be discussed with Sam Day as she was mainly involved with this event.

The group discussed other possibilities as per the Pink clothing bin (still in use) or any other possibility to keep this event on-going through the year.

Easyfundraising was discussed as a potential way for parents to raise money for the school simply by using the normal online shopping process. The idea is that when someone shops through a participating retailer after accessing it via Easyfundraising, the retailer makes a contribution to the Folca. It would be nice that someone other than the chair volunteered to look into setting up the project.

8. Autumn/Winter Fundraising & Events

Prom Dress Event

The date 15th October was confirmed but the event is now too close for a proper organisation. It is asked to the school if around the end January/beginning of February.

There was discussion about involving the children of the Student Voice through information sent to Claire Marshall she could share with them. The idea is to have some sort of feedback about what they want.

The Committee suggested if it would be possible to have an overview of the school year events in order to be able to organise the year and the involvement and the parents around all the events the Folca will be involved with.

It is suggested to invite the Headteacher to one of the meetings.

Disco

The group discussed the possibility of another disco event. The previous one had been successful, with around 50 children attending. There was enthusiasm for doing another one. A possible **Halloween disco** (as the date of 15th October is now free) and even a **Christmas disco**, and what about a **silent disco**. There was concern about making it too close to Christmas or to the Christmas show in December.

The group agreed that the Folca has to organise fun and enjoyable events for the students.

Summer fair: A member suggested a Summer or May Fair where students could be involved with having / organising stalls themselves.

Film night

9. Fundraising priorities

A broader discussion followed about the Folca's fundraising position.

The group wanted to make sure that fundraising was not simply about organising events for the sake of it, but that the money raised was directed towards things that would benefit the students.

The group discussed the importance of having a realistic understanding of what can be funded.

Challenge day / team building: some funding has been awarded against that aim and it would be good to have some return.

Library: scan the books - parents help needed - Stephanie, Ellie, Jenny and others (Claire, Céline...)

Lunch time games: Break and lunch time are now 30 minutes. The enrichment is not worth such little time (queuing and eating leave students with very little time to use what has been given/offered).

Wish-list of 2 or 3 items from departments

The Folca want to give the parents a clear picture of where their fundraising money goes. It has to be identified, pictured, visible to the children and the parents.

There are discussions about subsidising school trips, potentially so that all children have an opportunity to participate.

10. Community links

The group discussed developing stronger links with local businesses and organisations. The chair has been in contact with a local business and had arranged a meeting with the headteacher. As a consequence the business had donated £100 directly to the school thanks to the work of the Chair of the Folca.

The group discussed approaching local businesses with specific requests, providing them with a clear picture of what the school needs (specific projects, items, such as equipment, books, activities or support for school trips).

11. Any other Business

12. Actions & Date of Next Meeting

Action Item	Responsible Person	Deadline / Notes
Bag2School	Ellie	Getting Sam Day's point of view
How to "read" financially an event?		Income received Stock goods sold Stock goods remaining Resulting profit Put a notice on storage to keep accounts after each event?
Storage space	Jenny	Organise / sort out Shout out for donation of fridge Notice board
Prom dress evening	Celine	Get new dates from the school Send infos to Claire Marshall for Student Voice

DBS	Ellie	Invite HR Natalie to further meeting
Easyfundraising		Look into setting up / promotion
Halloween disco	Ellie	School authorisation + date (15.10?)
Christmas disco	Ellie	School authorisation + date
Books	Ellie	Scanning
May fair	Ellie	School authorisation + date
Events/Calendar/	Ellie	Invite Headteacher to further meeting

Next meeting Thursday 3rd November 2026 @ 15.45pm @ LCA