

LYTCHETT MATRAVERS SCHOOL
AGM MEETING
HELD ON WEDNESDAY 26 SEPTEMBER 2007

Attendees: Sara Powell, Karen Townley, Cara Fusco, Dave Dorrell, Becky Tobias, Margrit Robinson, Georgie Essen, Sally Atkinson, James Fletcher, Cynthia Hancock, Melanie Gill, Tiffany Gallop, Tanya Alexander, Ally Mullany, Nina John, Michelle Collins, Helen Smithard, Jenny Hillman, Sarah Day, Claire Taylor, Rachel Lucas and Patsy Bower

Apologies: Lisa Thompson-Purvis, Suzanne Canning, Cheryl Dennett, Mel Morcombe, Emma Hastings and Gillian Batchelor

Action

1. Welcome

SP welcomed all attendees to the AGM and outlined the agenda. SP would provide some information on the PTA and its events.

The minutes of AGM held on Wednesday 27 September 2006 were approved.

2. Chair's Report

The PTA were a registered charity who were able to apply for licences to do fund raising events, apply for gift aid, use pound for pound match offered by major businesses and act as a credible organisation when contacting businesses.

The PTA had to have a Constitution, which sets out what it can and can't do, how it should be run and who can become a member. The PTA had to retain minutes, produce a set of Accounts and provide a yearly report on the Accounts. There were three Trustee roles required on the PTA, the Chair, Secretary and Treasurer although Officers could be elected to other useful posts on the PTA. The PTA was a member of the National Confederation of PTAs through whom the insurance was arranged which covered events run.

SP advised that it was proposed at this AGM to adopt a new Constitution as the last one was adopted in 1995. SP read the object of the PTA set out in the Constitution which was to advance the education of pupils in the School in particular by developing effective relationships between the staff, parents and others associated with the School, and engaging in activities or providing facilities or equipment which support the School and advance the education of the pupils.

SP proposed amending point 7.2, which was that to make decisions and vote on them the PTA needed 50% of the membership in attendance. It was felt best to reduce this to a minimum of 10 members of the current membership and this was agreed as adopted.

SP

Members were parents and carers of children in the School and they were entitled to come to meetings. The PTA communicated by e-mail, had a website, distributed newsletters via the children and provided messages in Roundabout. SP asked attendees to complete the list on leaving the meeting indicating how they wanted to get involved in the PTA.

Fund Raising was the main objective of the PTA. Last year a Summer Fayre and Christmas Fayre were held with stalls, bar and food and both were very successful. A quiz night and bingo night were held for adults. Film nights and tea parties were organised for the children. A BBQ was held in the evening on Carnival day, Discos were organised for the children at Christmas, Easter and Summer. A ladies pamper evening was held and although it received much praise was unfortunately poorly attended due to a clash of dates with Red Nose Day. Fund raising was also gained through the Uniform Shop, which was run as a separate business by Melanie Gill and Claire McKenzie who gave the profits to the PTA.

The PTA was also very sociable and a nice way to get to know people.

The PTA was also a resource for parents although were not really needed, as the staff and Headmaster of the School were so approachable.

A support group had been set up for parents with children who had special educational needs and was organised by parents for parents to share experiences and problems as a support group not a pressure group. Rachel Lucas was the SEN representative for the PTA.

3. **Treasurer's Report**

CF advised the meeting that she had been in the role of Treasurer for 12 months. The Treasurer's role involved ensuring relevant floats were available for events, counting banking monies and totalling the profit.

A copy of the Accounts had been circulated to attendees. The PTA had raised just under £8,500 for the last year and there was a breakdown to show the funds given back to the school. The balance at 1 September 2006 was £4,466 less an outstanding cheque making £3,984 and the balance at 1 September 2007 was £3,428 less some outstanding cheques making £2,978. The deficit of just over £1,000 meant the PTA had surplus funds in the account to enable them to give more back to the School.

Since the date of the Financial Report the PTA had been given £2,000 from the Uniform Shop and still had to receive just under £1,000 from the pound for pound matching scheme.

HS asked if the threshold for fund raising had changed, as previously if an organisation were raising more than £10,000 per year it had to become a registered charity. HS asked did the PTA therefore need to add in the money from the Uniform Shop to take it over the threshold? CF confirmed that the Accounts would need to be signed off by an Accountant and one was being sought who would offer to do this free of charge or at a reduced rate. **SP would find out about the Charities Commission Rule.**

SP

4. **Head Teacher's Report**

DD felt it inadequate to say thank you to the PTA for all its efforts especially the funding raising. In the past the School had to rely on the PTA for the essential items rather than the luxury ones.

MR had talked a lot about funding and it was anticipated that the School were going to finish the year with a £48,000 deficit but it actually had a £68,000 deficit. After MR had announced his retirement the funding had dramatically increased and the way in which the School were going to be funded had dramatically improved. In April 2008 the School would have approximately £160,000 more funding than previously. The funding had been reviewed and Schools like Lytchett Matravers were getting a little bit more. It did not take a lot to redress the situation but the future finances should look better. The way in which the budgets were provided was also changing and in April 2008 the budget would be set for the next 3 years, which enabled the School to plan for the future.

The Ofsted inspection had resulted in an outstanding for the School who got rated 1 in all 26 categories and it cannot be any higher. The School would not be sitting back basking in it but would be looking for ways to improve and develop.

There had been another year of raising money for charity with £5-6,000 raised. This was an important role in the community and it was an important message for children to raise money for others.

There had been 20 clubs organised during the last year and 12 this term. The older children wanted to do lunch time activities for the younger children.

The SATs results last year were the best ever. At the end of year 6 the children should be achieving level 4 with level 5 being performing significantly above that. 97% of the year group achieved level 4 and 68% achieved level 5. In English 93% achieved level 4 and 68% achieved level 5, one pupil got 100%. Maths was as good as previously but not quite as good as other subjects with 83% achieving level 4 and 45% achieving level 5. Maths did not appear to be as good as other subjects and the School were working on this to increase mathematical understanding in younger children and a maths forum had been set up.

Simon France would be joining in January and DD was currently looking at the curriculum with SF and the staff. DD did not want to commit to the PTA for a shopping list without Simon's input but there were 2 or 3 items he would suggest. More money needed to be spent on the adventure playground. £5,000 had been spent but it produces quite a small amount of equipment although on the good side the children loved it. A review would be made of the equipment at the far end to decide if it can be kept. DD would like to do something about the front entrance being made more secure and would also like to do something about the hall which was inadequate for its purpose.

The Multi User Games Area (MUGA) in the field adjacent to the school had received a grant of £82,000 from the BFA and will reach the target of £120,000. The School will have first use of the facilities during the school day and dual use with the community at other times.

The shed plans had been drawn up for a building to go behind the wall as a store for the PTA, the Uniform Shop and the PE equipment. The work would be put out to tender and would be built as soon as possible.

The Pyramid of schools including Lytchett Minster, Upton Juniors, Upton Infants and Lytchett Matravers were working together. DD had met with Stuart Clarke Head at Lytchett Minster and together with the community the Pyramid were hoping to run a Lytchett and Upton Festival under the umbrella of the creative arts status with the schools as the driving force upon others to be involved.

A new data projector and sound system had been installed in the Hall and the screen was bigger which would make film night productions better.

The year 6 radio programme continues to be broadcast on a Wednesday afternoon but was now being recorded for repeat on Thursday. It was also going to be uploaded onto the School website and plans were to set up a camera in the radio room and film the broadcast.

5. **Election of Trustees/Officers**

SP advised the meeting that although herself, KT and CF had been Trustees for one year and would like to carry on for a further year if re-elected this did not prevent other people volunteering for posts.

SP outlined the procedure that one person would be volunteered for a post and must be seconded by another person. If more than one person volunteered for a post it could be put to a vote if necessary.

The Trustee roles of Chair, Secretary and Treasurer had to be filled.

Chair/Vice-Chair

Express thanks were given to Cheryl Dennett for her help and support as Co-Chair. CD had asked to stand down. Thanks were also given to the previous year's Committee members for their continued support.

SP advised that she was happy to continue as Chair for a further year although it would be useful to have a Co-Chair or Vice-Chair as Melanie Gill had asked to stand down. Thanks were given to MG.

HS nominated SP as Chair and MC seconded.

JF volunteered to be Vice-Chair. SP nominated JF and MC seconded.

Secretary

KT advised that she was happy to continue as Secretary for a further year. SP nominated KT and various attendees seconded.

Treasurer

CF advised that she was happy to continue as Treasurer for a further year. SP nominated CF and RL seconded.

Publicity and Events Officer

The role involved publicising events and the production of posters and leaflets. Express thanks were given to Gillian Batchelor who had asked to stand down and although not present at the meeting SC had volunteered for the position. GE offered to assist SC where necessary. KT nominated SC and GE and CF seconded.

Uniform Shop

MG and CM advised that they were happy to continue running the Uniform Shop. KT nominated and AM seconded.

SEN Rep

RL advised that she was happy to continue as the SNUG representative for a further year. SP nominated and MG seconded.

It was agreed that no one would be appointed as the Catering Officer for the year. PB and AM were thanked for their hard work with the catering and although they had offered to continue for a further year additional help would be appreciated. **SP would check the guidelines for the food hygiene standards certificate with NCPTA.**

SP

It was agreed that no year representatives would be appointed at the meeting but it would be looked at later in the year if necessary.

ALL

6. **Dates for Diary**

The Reception Tea Party would be held on Friday 12 October at 3.30 pm in the Hall.

The Year 2 Tea Party would be held on Friday 2 November at 3.30 pm in the Hall.

The Christmas Fayre would be held on Friday 14 December from 5.00 pm – 8.00 pm.

Dates for the bingo night, quiz night and film night would be agreed at the next meeting.

ALL

7. **Date of Next Meeting**

The next meeting would be held on Tuesday 2 October at 7.30 pm in the Year 6 Classroom.