

LYTCHETT MATRAVERS SCHOOL
PTA MEETING

HELD ON MONDAY 29th OCTOBER 2007

Attendees: Emma Hastings, Jenny Hillman, Caroline Robson, Sarah Day, Cara Fusco, Mel Morcombe, Sally Atkinson, Rebecca Tobias, Dave Dorrell, Cynthia Hancock, Sara Powell.

Apologies: Karen Townley, James Fletcher, Melanie Gill, Ally Mullany, Patsy Bower, Lisa Thompson-Purvis, Rachel Lucas, Cheryl Dennett, Nina John.

	Action
<p>1. Minutes of last meetings Minutes from the meeting held October 16th were approved. There had been a delay in distribution of the minutes for the meeting held October 2nd but these would soon be made available.</p>	
<p>2. Matters Arising from previous minutes</p> <p><u>Food Hygiene Standards:</u> SP advised that according to the NCPTA, PTA events catering was exempt from Health & Safety Hygiene Standards and was a question of good practice. For regular food provision such as school lunches a Food Hygiene Certificate holder was required, and this was provided by Patsy Bower.</p> <p><u>Planters:</u> A request had been made in the PTA newsletter before half term for donations of bulbs etc. and it was hoped that donations might still be forthcoming. EH offered to investigate the Freecycle website. The possibility of some classes adopting the four planters available for inside the green gates was discussed with some ideas put forward about running competitions for the best planting – RT would discuss this with the staff.</p> <p><u>Fun Mats:</u> The forms and templates had been distributed to parents and the return deadline was Tuesday 30th October. While the original letter had stated this date correctly, SP had mistakenly indicated a return date of 30th November on the subsequent PTA newsletter. DD therefore offered to send a note to parents on Tuesday 30th October to confirm a deadline of Wednesday 31st October. The use of the Royal Mail's 24 hour delivery service would be investigated to ensure delivery to the suppliers by Friday November 2nd. SP to collate orders and arrange delivery.</p>	<p style="text-align: center;">RT</p> <p style="text-align: center;">SP</p>
<p>3. Financial Report CF advised that the Year 1 Tea Party had raised around £60.</p>	
<p>4. Head Teacher's Report</p> <p><u>Ofsted:</u> The School had received a congratulatory letter from Her Majesty's Chief Inspector at Ofsted following the 'Outstanding' Ofsted report of 2006/7. Ofsted had provided a certificate for display and a logo which could be used on the school website. The School would also be included on Ofsted's list of 'Outstanding Providers'.</p> <p><u>Roundabout:</u> The production of the Roundabout newsletter had now been taken in-house and would continue to be distributed on the fourth Monday of every month during term time. Advertising had been discontinued as external printing costs no longer needed to be covered. New colour photocopying equipment was available in the school which allowed for good quality A3 printing including photographs, but the Roundabout would continue to be printed in black and white as colour printing was eleven times more expensive. It was decided to include regular PTA information on</p>	

<p>the Roundabout instead of separate newsletters, as this would save paper and also present a cohesive front to parents. Submissions would need to be sent to DD on the third Monday of each month. DD hoped that it would be possible to set up an email subscription service for distribution of the Roundabout in the future, and he was working with individuals at Lytchett Manor School on this.</p> <p><u>Extended Schools:</u> The Lytchett and Purbeck Schools Pyramids were working together on policy concerning Extended Schools. This included looking at the provision of extra activities such as after-school clubs and activities, breakfast clubs and use of the Multi User Games Area. Draft plans were being considered for provision of parenting courses at affordable prices for parents of children in various age groups, for example 5-9 year-olds or teenagers.</p> <p><u>Computer Courses:</u> Further adult computer courses at the school were a possibility as they had been very popular.</p> <p><u>School Pond Area:</u> Mr. Gladwin had been maintaining the school pond for some years. The pond area had been developed expertly with a viewing gallery, areas of decking and wild flowers etc. and was regularly used and enjoyed by the pupils for nature studies. Unfortunately Mr. Gladwin no longer felt able to continue with this. All members were requested to look for volunteers. SP to contact the village Gardening Club. It was also suggested that pupils' grandparents could be approached for help in this. All members to pursue any possibilities.</p>	<p>SP ALL</p>
<p>5. Governors' Report</p> <p>DD on behalf of Cheryl Dennett advised that the Board of Governors were looking at creating closer links with the PTA. CD had been put forward as the Governors' link with the PTA, and would regularly report to both bodies. CD was seen as an ideal link between the school, the Governors and the PTA due to her level of involvement with all three. The Governors would also like to extend an offer of help and support to PTA activities. It was suggested that a meeting could be set up between the two bodies in the future. SP to liaise with CD.</p>	<p>SP/CD</p>
<p>6. School Traffic and Safety</p> <p>It was reported that there have been several near-misses during the school run, especially involving cars reversing towards children and parents. The main areas of concern were the volume of cars coming in to school, and careless parking and manoeuvring. Overall, it was felt strongly that responsibility lay with parents to park sensibly and manoeuvre with extreme caution but that as letters from school seemed to have little lasting effect, other measures would need to be taken to prevent accidents.</p> <p>Some suggestions were discussed as follows:</p> <ul style="list-style-type: none"> • A 5mph speed restriction within the school site. • A 20mph speed restriction on Wareham Road outside the school. • A drop-off system that would keep clear the left hand lane next to the pavement in front of the school and prevent double parking in front of the school. • Bollards or markings to stop cars being parked on the pavements at the entrance to the staff car park, where near-misses have been reported at the crossing. • Disabled space markings to be placed adjacent to the dropped kerb in front of the north playground gates. • Information from school concerning parking and traffic safety to also be copied to the Pre-School for information. <p>DD hoped that the changes in morning 'drop-off' arrangements implemented at the beginning of the Autumn Term would become more accepted and adhered to over</p>	

<p>subsequent terms, thus encouraging the ‘drive-through drop-off’ method or parking off-site and reducing the number of cars needing to park at the school in the mornings. The committee supported this and the view was expressed that having staff supervising the playground gates was greatly reassuring. However, it was felt that the opportunity for social contact afforded by parents meeting at the school was reduced by this policy. It was suggested that whenever possible, those wishing to park should do so off-site and walk to the school, except for those needing disabled access, but that adults’ entrance to the playgrounds should still be discouraged. Parents who needed to leave quickly to go to work should be encouraged to use the ‘drop-off’ method.</p> <p>Access problems for school coaches and buses was discussed, and seen as another reason to discourage double parking in front of the school and keep the left-hand lane clear. RT reported that coaches returning from swimming lessons have had to park on Wareham Road and the pupils have had to cross the road to return to school.</p> <p>DD advised that it would cost approximately £1,000 to have the yellow lines and disabled space hatching repainted, and although there was a possibility of £500 in grants through the Extended Schools system, the shortfall would have to be found. It was suggested that the PTA approach Barretts to help fund the repainting. SP to take this forward by contacting individuals in the Parish who had already been involved in discussions with Barretts and Dorset County Council over traffic issues.</p> <p>It was noted that many schools do not allow cars into the school area at all, and that new schools were being designed without car parking facilities for parents.</p> <p>DD thanked the PTA for their suggestions, which he would take forward to the annual Governors’ Health and Safety Risk Assessment meeting in the near future. The PTA offered their support to the governors, and members offered if necessary to visit other local schools to see how they dealt with their parking arrangements.</p>	<p>SP</p> <p>DD</p>
<p>7. Upcoming PTA Events</p> <p><u>Year 2 Tea Party – Friday November 2nd 2007 3.30pm</u> Promotional posters and letters had been distributed and the date had been promoted in both the PTA and the school newsletters. SA/SP/CF offered to help at the event but SP would ask for more helpers. The possibility was discussed of encouraging pupils to become more involved in the running of their year group tea parties. RT suggested that pupils could run a stall or design a quiz or competition with small prizes. It was felt that this could especially apply to older year groups to encourage interest and involvement.</p> <p><u>Car Boot Sale – Saturday November 3rd 2007 12:30:</u> TG had investigated placing an advertisement in the Echo but this had proved too expensive at £35.00. Instead, an advertisement costing £8.74 had been placed in the local free Community Magazine, and the committee will consider more expensive advertising when re-commencing Car Boot Sales in the Spring. JH offered to contact 2CR FM and Wave 105. DD to investigate possibility of pupils from ‘Radio Lytchett’ contacting Fire FM. Posters had been placed in many locations and roadside signs were being produced. SP had advertised the event on the carbootjunction website following the suggestion by NJ. More sites for promotional material were suggested including:</p> <p>Upton Chip Shop. Broadstone – newsagents and notice boards – SD has implemented. Clarion – JH to provide SP with a copy. Netmums website – SP to investigate.</p> <p>SP/SA/PB/CF have offered to help on the day, SP would ask for more helpers.</p>	<p>SP/ALL</p> <p>JH DD</p> <p>JH SP</p> <p>SP/ALL</p>

<p><u>Film Night – Thursday November 29th 2007 5.30pm</u></p> <p>The doors would open at 5.30pm and the film would start at 6pm. This would allow for an intermission and the film to finish for an 8pm pick-up time. Filmbank's available films were discussed and 'Shrek the Third' was chosen. SP to order the licence and DVD from Filmbank. Admission price was set at £3.00. SP to liaise with SC about promotional material as the next Roundabout would be too late. Tuck shop items to include hot dogs, bottled drinks, chocolate bars and crisps. Pricing would be set to multiples of 10 pence for simplicity. SP would organise the shopping. PB would help with the hot dogs and tuck shop. Other helpers, especially those with current CRB checking, would be sought nearer to the date.</p> <p><u>Christmas Discos</u></p> <p>It was decided that due to a busy schedule of school events before Christmas, it would be preferable to run Discos in January to celebrate the New Year. This would take the form of a 'New Year Masked Disco', with pupils invited to design and create masks, which would then be judged, and prizes given. Information to parents would be distributed before Christmas to allow time for mask production, and SP would look into the possibility of offering printed templates for mask shapes to decorate. The discos would run from 3.40pm-4.40pm for Reception and Years 1-3 and from 5pm-6pm for Years 4-6. Prices would be £1.00 for the younger years to include a drink and a chocolate bar, and 50p for the older years with the provision of a Tuck Shop.</p>	<p>SP SP</p> <p>SP</p> <p>SP</p>
<p>8. Christmas Fair</p> <p><u>Matters Arising from the Christmas Fair meeting:</u></p> <p>Grotto Presents: Mo Fletcher had provided SP with information on present buying from last year. RL had offered to investigate the Baker Ross website for this year's presents.</p> <p>Search for Santa:</p> <p>There had been four volunteers for Santas, all of whom were CRB checked. One volunteer, aged 19, was thought to be too young to make a convincing Santa and it was felt that he was well-known and likely to be recognised. An alternative role was needed for him as he was very keen to help – ideas please. SP to check volunteers' CRB certificates to ensure validity, and it was decided to also have an accompanying Mother Christmas with each Santa. Volunteers for this would be needed. Two girls had already volunteered for Elf duty and four more would be needed – members to investigate.</p> <p>Raffle Letters:</p> <p>This was being implemented by SD/NJ.</p> <p>It was decided to hold a second Christmas Fair planning meeting on Thursday November 15th at 7.30pm in year 6 classroom.</p>	<p>RL</p> <p>ALL/SP</p> <p>ALL</p>
<p>9. Any Other Business</p> <p>SD asked at what time the gates to the Reception playground could be opened when picking up children at lunchtime, DD agreed that 11.55am was a suitable time.</p> <p>SD asked when helpers would be sought to accompany pupils to the Pantomime trip and if volunteers would need to be CRB checked. DD advised that volunteers would be sought nearer the time, and that CRB checking would not necessarily be needed because volunteers would be assisting staff and not left alone with children.</p> <p>CF requested that we promote further our search for an accountant to volunteer to check the PTA accounts for 2006/7. The request had been included in the latest Parish Magazine but not in the latest PTA/school newsletters,. SP to submit this for the next Roundabout publication, and all PTA members and associates are requested to make enquiries.</p>	<p>SP ALL</p>

<p>MM advised that other schools successfully run a system of text message reminders of important messages to parents. More information would be sought on this.</p>	<p>MM/DD/ALL</p>
<p>SD suggested a PTA Social evening. SP to enquire about the availability of the Rose & Crown for Friday November 23rd, and whether a discount could be arranged.</p>	<p>SP</p>
<p>SP informed the committee that there was an Open Morning at the Village Hall on Saturday November 3rd between 9.30am and 12.30pm which was an opportunity to view an architect's ideas for improvement of the village centre in Lytchett Matravers and to contribute to ideas for the future of the village.</p>	
<p>SP advised that the Carnival Committee would be meeting at the Rose & Crown on Tuesday October 30th at 8pm. Feedback about last year's Carnival and ideas for next year's would be welcomed, as would anyone who wished to be involved.</p>	