

LYTCHETT MATRAVERS SCHOOL
PTA MEETING
HELD ON TUESDAY 5 FEBRUARY 2008

Attendees: Sara Powell, Karen Townley, Cara Fusco, Simon France, Margrit Robinson, Sally Atkinson, Cynthia Hancock, Melanie Gill, Helen Smithard, Sarah Day, Lisa Thompson-Purvis, Suzanne Canning, Rachel Lucas, Claire Taylor, Caroline Robson, Louise Falconer, Emma Hastings and Michelle Collins

Apologies: Tiffany Gallop, Mel Morcombe, Jenny Hillman, Ali Mullany, Cheryl Dennett and Jill Jackson

Action

1. Apologies/Minutes/Correspondence

The minutes of the meeting held on 29 October were approved.

SP advised that there was an NCPTA training day with fundraising workshops in Exeter in March. **If anyone was interested in attending they were to let SP know.** ALL

SP advised that the NCPTA offered financial awards for innovative ideas which could be considered in the future.

Catherine Nix from Phoenix Cards had sent the money for her's and her husband's Christmas Fair stall as an apology that they had to cancel at the last minute. **SA would write a thank you letter.** SA

2. Matters Arising

The dates for the film nights were questioned as apart from a Christmas late-night shopping Thursday in December traditionally the film nights were run on a Friday. There was a general feeling that Friday evenings would be better for the children and SF agreed that the date could be changed. **SP & SC would confirm the new dates with SF.** SP/SC/SF

Following James' resignation as Vice-Chair SP thanked him for his contribution. SC had volunteered to stand in as Vice-Chair and was co-opted into the role by MC and HS. SC would take on the events organisation role as well as combining the publicity role. The intention was to have more effective delegation going forward.

SP advised that for future meetings the agenda would be maintained and groups would be formed to take matters forward and arrangements made in people's own time.

People were quite keen to produce PTA checklists for events to enable anyone to pick up the checklist and run or assist with an event. **A small group of people had started work on putting them together and MG would send the draft checklists to KT for circulation to PTA members.** MG/KT

A risk assessment would need to be carried out for each event and SF suggested standard assessments for each of the regular events. If a new event was organised a risk assessment would need to be carried out as part of the organisation.

LF had provided details of first aid training which could be provided to PTA members if interested. ALL

3. Treasurer

A donation had been received from the Uniform Shop of £2,000.

The money raised from PTA events was as follows:

October car boot sale - £85.40

October year 1 tea party - £86.22

November year 2 tea party - £107.62

November car boot sale - £42.80

November film night – the final invoice for the film had not yet been received although the expected money raised was approximately £500

Fun mats at Christmas - £66.65

Christmas Fayre - £2,220.00

Masked ball disco - £76.75

The balance in the account was currently £7,777.51 although there were a few cheques to go out and the pound for pound match was still to be received. The balance should then be up to £8,819.

CF had found an accountant and was obtaining a quote next week. CF

The amount raised in the first quarter through people using the fundraising shop online was £4. SF advised that this was not unusual but it would be promoted further. SP/SC

4. Special Needs Group

RL circulated a copy of the aims of the Special Needs Group which would be circulated to parents shortly.

5. Forthcoming Events

SC ran through the arrangements for the Quiz Evening and following discussion it was agreed to proceed with a caterer providing a buffet for the evening. SC

CT and SC would arrange for posters advertising the quiz to be put up round the village. SC/CT

Although minimal help would be required on the evening the chairs and tables would need to be set up and assistance would be needed to run the bar and the raffle. ALL

6. Head Teacher

SF asked if the PTA would be able to contribute £3,000 towards the cost of the play equipment. The PTA approved the contribution. Pieces of the equipment would be reviewed and decisions made on whether to repair or renew them. SP advised SF that the PTA would offer assistance if any items needed to be removed rather than paying someone to do this.

SF advised that the other items that may require a PTA contribution in the future were a sailing trip for the older children, a climbing wall and any extra activities or trips to support education.

SF highlighted to the PTA shortfalls in the school building including the electricity requirements, the inadequacy of the sports hall and staff room and the necessary requirements for upgraded IT equipment,

Work on the MUGA had started.

SF advised the PTA that his door was open to anyone to raise matters but he would not be able to provide immediate responses to questions at the meetings if further consideration was necessary.

7. Any Other Business

RL and EH volunteered to assist with the lost property each month. SF advised that the school and classrooms were checked every 6 weeks and the system had improved now that all items were hung on a rail for all the parents to check. SF was happy to discuss the problem further outside the meeting. SF/RL/EH

The Parish Plan was underway. The surveys had been sent out and received back. The information was currently being collated. Working groups were being formed to write the plan and if anyone was interested in helping please let SP know. ALL

The Carnival Committee meeting was next Tuesday. LF, SC and SF would be attending the meeting in the Chequers at 8.00 pm if anyone wished to join them. SP would find out if the PTA could run a stall at the recreation ground after the Committee. ALL
SP

The PTA website had been revamped and would be promoted. SP

8. Date of Next Meeting

The date of the next meeting would be Thursday 10 April at 7.00 pm.