

LYTCHETT MATRAVERS SCHOOL
PTA MEETING
HELD ON THURSDAY 10 APRIL 2008

Attendees: Sara Powell, Karen Townley, Cara Fusco, Simon France, Margrit Robinson, Sally Atkinson, Cynthia Hancock, Melanie Gill, Sarah Day, Lisa Thompson-Purvis, , Rachel Lucas, Claire Taylor, Ali Mullany, Becky Tobias, and Claire McKenzie.

Apologies: Suzanne Canning, Tiffany Gallop, Jenny Hillman, Louise Falconer, Patsy Bower and Emma Hastings

Action

1. Welcome

The minutes of the meeting held on 5 February 2008 were approved.

There was no significant correspondence to note.

2. Matters Arising

The quiz night had gone very well and the feedback was that the buffet worked very well although the PTA could produce the food themselves next time as it was basic.

A meeting had been held to discuss the checklists and risk assessments. The checklists would be available on the website and a copy would be put in the PTA file in the drawer. It was agreed that it should be everyone's responsibility to put up to date information on the checklists to keep them current. The PTA filing cabinet was in Storeroom 1 and was the top drawer of the filing cabinet.

Following payment for the climbing wall for year 6 it was felt that protocols should be agreed and a cost benchmark set for SF to use. SP advised that a written Resolution could be passed between meetings and agreed at the next PTA meeting. It was agreed that the system used for approving the spending for the climbing wall had worked well. PTA members were contacted and asked for their thoughts on a particular matter and any objections requested. If necessary a vote would be taken and the Resolution passed outside the meeting. SF felt it was not something that would happen very often.

3. Treasurer

The balance of the account was £5,962.22. The profit raised at the quiz night was £44.67.

The invoice had been received for the film shown in November the cost was £128.80 and £445.68 profit had been made.

CF advised that she would provide an update on payments at each meeting. £100 had been paid as the Head Teacher's allowance, £350 towards a dance workshop, £500 towards swimming fees and £85 towards a skipping workshop.

£3,000 had been paid in February towards the playground.

CF was still trying to get an accountant. The consensus was that it was too expensive to get the Accounts signed off and if possible the Accounts would just be audited. As the end of year profit was under £10,000 the Accounts did not need to be lodged with the Charities Commission.

MR knew of an accountant and would ask if they could audit the Accounts.

MR

4. **Special Needs Group**

The first meeting had been held and had gone really well. 7 people had attended which was quite manageable with the amount people had to say. The main topic of discussion was the lack of information about the system.

The next meeting was due to be held on Monday but would be postponed. A member of staff would attend the next meeting and advise how the system worked.

SP/RL

SP would put useful links on the PTA website.

SP

5. **Head Teacher**

SF thanked the PTA for what it had done so far and the success of events held. It was felt that the adventure playground was not something the school would be able to continue improving without the support of the PTA.

Looking towards the future SF wanted to request funds for bigger projects so that parents were aware of what the money was going towards. The school funds were under the control of the Governors and SF would present his proposals to obtain their approval prior to proposing them to the PTA meetings.

6. **Planters for Classes**

BT advised that there were 4 spare planters that she wanted the reception and year's 1-3 children to maintain. The PTA agreed to BT using the £20 Stewarts voucher left from the fayre to purchase some soil and to purchase some plug plants.

BT

7. **Forthcoming Events**

Summer Fayre

There had been discussion at the planning meeting as to the possibility of the Summer Fayre being held on a Saturday instead of a Friday night. Following discussion it was agreed to have a vote. Following the vote it was agreed that the Fayre would remain on the Friday evening this year and for next year a poll would be taken of the parents to find out if a Saturday would be more popular. The time of the Fayre was voted on and the agreed time was 6.00 pm until 8.00 pm.

PB would be asked for food ideas based on a 4 July theme.

SP

Film Night

The film night was on Friday 25 April and the doors would be opened at 5.00 pm with the film shown at 5.30 pm and a 7.30 pm pick up. The film would be the Bee Movie.

| SA would arrange the publicity for the film night which would include a new flyer with a slip to be handed in at registration containing contact details and medical conditions. The children would be signed in and out on the evening and more helpers would therefore be needed on the door.

SA

ALL

It had been identified that a certified first aider was not required on site.

SA, SD, LTP, CF, CM, AM, CH, LF and KT were all CRB checked.

Disco - May Ball

The discos would be held on Friday 16 May with the reception and years 1 and 2 disco from 3.45 pm to 4.30 pm with the older children's disco between 5.00 pm – 6.00 pm.

An in and out system for signing in would be trialled at the disco.

8. **Any Other Business**

CT asked if the school were able to offer training on internet security as she felt a large number of parents could use the assistance. **SF advised that he would be dealing with this for the children and parents but unfortunately not this term.**

SF

9. **Date of Next Meeting**

The date of the next Summer Fayre planning meeting would be Wednesday 30 April at 7.00 pm with the venue to be confirmed.

The date of the next PTA meeting would be Tuesday 10 June at 7.00 pm.