

LYTCHETT MATRAVERS SCHOOL
PTA ANNUAL GENERAL MEETING
HELD ON THURSDAY 10 APRIL 2008

Attendees: Sara Powell, Karen Townley, Cara Fusco, Simon France, Margrit Robinson, Sally Atkinson, Cynthia Hancock, Melanie Gill, Lisa Thompson-Purvis, Tiffany Gallop, Rachel Lucas, Claire McKenzie, Louise Falconer, Ruth Mason, Sue Jones, Caroline Robson, Claire Hulbert, Paul Nicholas, Michelle Luther, Amy Lockwood, Lisa Drury, Katherine Machin, Simon France, Diana Cobden, Jimmy Roscoe.

Apology: Suzanne Canning

Action

1. Welcome

SP welcomed everyone to the meeting and thanked them for coming commenting on how good it was to see new faces. SP introduced Amy Lockwood who was the new staff representative and Diana Cobden who was Chair of the Governors. SP thanked Becky Tobias who had now stood down as the staff representative and had become a staff Governor.

The minutes of the AGM held on Wednesday 26 September 2007 were approved and signed.

2. Chair's Report

SP advised that there were some mandatory posts which had to be filled as a requirement of the Charities Commission.

Looking back over the last year it had been very successful. It was a year characterised by change with the appointment of a new Head Teacher and within the PTA itself. The PTA had held an informal meeting in January which resulted in a healthy debate and a positive way of working together for the future. A different way of running meetings had been agreed with a more informal discussion structured with an agenda. Health and safety and risk assessment aspects were brought in with a balance between the legalities and common sense. There were still teething problems that needed to be reviewed including the signing in process for film nights.

ALL

There were various aspects of the PTA including fund raising, socials and providing parents with a representative although it was now felt that any issues or questions parents had regarding the school should be directed at the staff, Headmaster or Governors.

Another area of change was how the PTA spent its funds. Previously the anticipated amount to be raised would be allocated to various aspects of what the school needed but recently the PTA had been in limbo on what to spend the money on and what the parents would want the money to be spent on.

The PTA continued to receive good support from the school, staff, Governors, local community and businesses which should not be taken for granted as other schools did not always receive this. The PTA was a member of the National Federation of PTAs and no event could be run without the school's permission.

SP thanked everyone on the PTA for supporting her.

3. **Treasurer's Report**

CF provided a breakdown of the events run, the funds raised and also expenditure and items paid to the school. The account opening balance at 1 September 2007 was £3,427.67.

The following amounts were raised:

Car boot sale - £128.20
Disco - £223.02
Film nights - £701.90
Fun mats - £66.65
Quiz night - £21.60
Summer fayre - £1,567.24
Tea parties - £193.84
Christmas fayre – £2,231.30

The PTA also received pound for pound donations of £2,859.80 and a donation from the Uniform Shop of £2,000.00.

There was a net income of £5,303.52 after paying the school the items requested.

£4,266.64 was paid to the school for the following items:

Head teachers discretionary fund - £200
Swimming lessons - £500
Adventure playground - £3,000
Skipping workshop fee - £85
Dance workshop fee - £350
New netball kits - £131.64

The account balance at 1 September 2008 was £8,238.33.

If anyone knew a parent who could use the pound for pound scheme please ask them to speak to the PTA. SP welcomed and thanked Paul Nicholas who had kindly agreed to inspect the Accounts.

ALL

4. **Head Teacher's Report**

Mr France took all attendees into the ICT suite to give them a flavour of where the school was going and how education was rapidly changing. The ICT room would not be in the same format for much longer. SF advised that when looking at the year 2020 with the current year 6 pupils who would at that point be leaving university or be in work 66% of the jobs that they would be doing had not yet been invented. The children would have to be IT literate and it was not about what they knew but about how they learnt. The children would need to be able to communicate effectively and sort out their own needs without compromising others.

The intention was for nearly every child or every child in key stage 2 to have their own computer to use. Every classroom in the school could now become an IT lab. The school was consistently upgrading IT and although the Government suggested spending £11,000 a year on IT the school had spent £37,000 since January to bring the ICT suite to where it was now.

The whole building was a tool and everything in it was designed to promote the

children's learning and provide an environment that the children found stimulating and a place where they wanted to learn.

The school were not allowed to pay for coaches for school trips only funding for the learning.

SF advised that the specifics on a wish list would be extras for the discovery area outside which was being designed by the older children as an outside classroom. SF wanted to turn areas that were barely used and make them into an asset to the school.

SF requested voting equipment, further additions to the adventure playground and concrete and floor markings for the front reception playground.

The three areas SF wanted money to be spent on were IT, school trips and the environment.

5. **Chair of the Governors' Report**

DC felt it was important for the Governors and the PTA to talk to each other and get to know each other better. DC had been Chair of Governors for 2 years and previously a Maths Advisor for Dorset, a Teacher and a Governor for over 20 years and was passionate about the school.

The Governors had to set the strategic direction, aims and objectives of the school and confirm whether they have been achieved.

There were 5 parent Governors although one had just resigned and the school were looking for another parent representative. There were 3 representatives from the Childrens' Services and the Council and 3 staff Governors with SF as one of them. There were also 4 community Governors and Geoff Holland.

The school was given over £1m from the Government and although a large amount of it was taken up by the staff costs the Governors were very accountable to the Government for it.

The Governors had official meetings twice a term. There were also 3 Committees, one dealt with curriculum, one dealt with community and premises and one dealt with finance and marketing and each Committee met twice a term.

6. **Election of Trustees/Officers**

SP advised the meeting that although some of the Trustees would like to carry on for a further year if re-elected this did not prevent other people volunteering for posts.

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

Chair/Vice Chair

SP advised that she was standing down as Chair and SC was standing down as Vice Chair although this was not a mandatory position. SP thanked SC for all her help.

Both SP and SC were happy to continue helping with PTA activities and to help in whatever role necessary.

LTP volunteered to take on the Chair role. MG nominated LTP as Chair and KT seconded.

There were no volunteers for the Vice-Chair role.

Secretary

KT was happy to continue as Secretary for a further year. SP nominated KT and CM seconded.

Treasurer

CF was happy to continue as Treasurer for a further year. RL nominated CF and MR seconded.

Uniform Shop

MG and CM advised that they were happy to continue running the Uniform Shop. SF nominated CM and CH seconded, LTP nominated MG and CM seconded.

Special Needs Representative

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

7. **Any Other Business**

SA advised that she was happy to continue writing the PTA section for the Roundabout which had to be submitted the Wednesday before the last Monday of the month. SA

LTP asked if anyone was prepared to maintain a stock list for the PTA shed. Sarah Day had a stock book and would be asked. LTP

LTP asked if she could have a volunteer(s) to put up some shelves in the PTA shed. ALL

SP was still happy to continue updating the PTA website. SP

Christmas Fayre

SA would start work on the calendars and SP would shadow her. SA/SP

KT was happy to send out the raffle prize letters again and would ask for help with sending out the letters. KT

RL was happy to contact stallholders. CF would provide her with the details. RL/CF

Everyone was asked to look out for grotto presents. MR was happy to wrap them again. MR

The time of the Fayre was agreed at 6.00-8.00 pm.

8. **Dates for Diary**

Following a review of the lettings diary the following dates were agreed:

A Halloween Disco would be held on 23 October.

The Film night would be changed to 20 November (due to Children in Need on 14 November).

The date of the next PTA Meeting was Tuesday 4 November at 7.00 pm in the Staff Room.