

Minutes of the LPGS PTA Meeting Tuesday 9 May 2017, 7.30pm in the School Hall

Present:

Christine Stephen (Chair)	Anne Hudson (Head Teacher)	Tracey Currie
Rebecca Day (Governor),	Tina Cook	Inku Patel
Sarah Burgess (Treasurer)	Lucy Gregory (Vice Chair)	Frances Sproule
Leslie Ann Phillips	Julie Sutton	Kiran Bance
Lynda Smithson (Secretary)		Karla Law
Jeff Hebert	Nalini Karunaratne	Natalie Grimwood

The meeting was chaired by Christine Stephen

	item	action
1	Welcome and introductions Christine welcomed everyone to the meeting. Introductions were made.	
2	Apologies Claire Bougrine, Inge lake, Jamie Lee-Davie, Amanda Downs, Elizabeth Beroud, Karen Hough	
3	Minutes of the last meeting/ matters arising • The minutes of the last meeting (27 February 2017) were approved	
4	Staff and Student bidding requests <ul style="list-style-type: none"> • SB confirmed there is £13.5K in PTA account or about to be banked; £4K is yet to be paid for laptops (bid from Rachel Morgan); Media dept have to date spent only £1146 of £4577 allocated (bid from Annabel Neburagho-Bishop); remaining funds stand at approx. £5800 • Completed bids/ projects: <ol style="list-style-type: none"> 1. Artificial grass in courtyard (£2K): purchased and installed; area is well-used by students; there has been some feedback (both positive and negative) re: this project, and in particular v book purchase; it was noted that Shaun (site manager) had secured additional funding to pay for this project, rather than seeking for the entire project to be PTA funded; discussion ensued regarding difficulty posed by changes in syllabus which might effect textbook purchase; it was explained that there are other routes within school which would allow purchase of text books rather than allocation of PTA funds; discussions also centered around subjects which were likely to continue long term and hence retain their place in the curriculum ie: if text books were to be purchased, regard needs to be given to long term investment 2. Laptops/ computers for 6th form (£4.5K): purchased • outstanding bids: <p>There is £5800 still available in PTA funds, there was discussion regarding which other bids could also be funded;</p> <ol style="list-style-type: none"> 1. AB tutor software (£300): APPROVED 2. Vocabexpress (£700): APPROVED 3. Student Support (Tracey Currie): APPROVED £120 approx - 10 stress balls, 10 heat pads, toys pack 4. Drama (Mr Leary): APPROVED £599; lighting bar; was agreed this would benefit students across all KS3 5. English (Miss Ali): APPROVED £159.60; 4 Hue cameras @ £39.90 6. Textiles (Helena Jedlinska): APPROVED £1.5K; 6 Janome sewing machines @ £250; 7. Music (Richard Holdsworth): (£907.20) APPROVED £907.20 8. Barry Janes – black out blinds: it was felt that we needed to check the necessity of these as it was understood there were already areas equipped for this 	<p>CS - remind Media/ film studies dept to spend remainder of funds allocated by ½ term</p> <p>CS - send email to Y11 parents to ask for donations of school skirts</p> <p>CS to contact</p>

	<p>9. Janet Newman: APPROVED £350; projector for room M105</p> <p>10. Heidi Baatjies: APPROVED £1431; 17 computer chairs @£50 (room 103) and 30 desk chairs @ £19.38 (room 103); this funding would result in room 103 be fully refurbished; room 103 is often used at open days</p> <ul style="list-style-type: none"> • Non- approved bids will be reviewed after half term and after the Summer Market once any additional monies are confirmed 	<p>staff re: approved items</p> <p>Annabel to request staff to spend funds asap</p>
<p>5</p>	<p>Any other business</p> <p>Summer Market</p> <ul style="list-style-type: none"> • £4581 already raised - £1440 stalls, £696 estate agent boards, £2095 ads in brochure, £350 sponsorship • really need staff focus on market in order that parents/ students understand what the market is offering; various possibilities were discussed; <ul style="list-style-type: none"> o using form time o Heads of Year assemblies o DVD with photos of Summer Market 2016/ screen grabs of stalls booked for this year • Flyers: these need to be designed; there will be a slip for student's name/ form to be written on; those handed in on the day will be entered into a prize draw; prize possibly a Mac consultation/ Pret a Manger voucher/chocolate hamper. Discussion regarding distribution and possibility of including train stations, high streets etc • Raffle tickets gone to print; one book per student to be distributed to Y7-10 via form tutors; 4 prizes - £150 cash, Fortnum and Mason hamper worth £110 (donated by parent), £100 Wing Yip voucher, £40 Prima Donnas voucher; raffle ticket costs have been donated; Charity reps in each form to collect sold/ unsold books/ keep records of students returns/ collect additional books as required; prize will be given to form selling most tickets and to the form tutor • Barrow of Booze: bottle donations needed; suggest this be staff led; £1 per ticket, winning ticket gets the lot! • Programmes: 2500 programmes to be printed • Promotion: <ul style="list-style-type: none"> o Flyers – see above o Posters – will be available after half term to be put in local shops etc o Internal banner – CS has ordered this; it gives directions around the market o Outside banner – still to be ordered o Banner on railings – this can only be put up 1 or 2 weeks o Banner at M&S West Wickham – other schools have banners outside this store o Malawi girls (mainly y9/10/11) been given three stalls to help with their fund raising; they cannot sell anything that would be in direct competition with school stalls o Social media: please share any posts • at present have no tech support including for music outside/ inside and to run mic for announcements; need music outside for students' drama performance; dance dept also doing performance; music dept have cancelled • Prospective y7 have been sent invite • Staff frequenting local pubs could ask for donations of bottles, beers, vouchers • 'Lucky Laundry' washing line: £5 per ticket; every ticket wins a prize; lots of donations will go to this stall rather than having them on the main raffle as handing out numerous prizes for raffle is difficult • <u>imperative</u> we encourage people through the door – a low turn out on the day might mean we will not get return stalls next year • set up/ on the day/ clearing up: waiting for confirmation from Shaun (site manager) as to when we can access site to set up on day before – it may not be possible to access school till pm of Saturday as the school has a booking 	<p>Tracey C to ask Pauline to design flyer agreed school would print flyer</p> <p>RD to investigate possibility of banner for outside M&S West Wickham</p> <p>TC/ AH to ask staff for tech support AH/ TC to approach new music teacher re: music performance AHA to coordinate volunteers</p>

	<p>request for the am; LPBS have a BYMT event on the Sunday, as do BromBecks HC (though both events might mean we have opportunity to encourage additional visitors!), but this may cause difficulties for stall holders er: dropping off stock/ parking</p> <p>Lovedigital TV</p> <ul style="list-style-type: none"> • been asked to promote this company who provide Sky; £30 donation to PTA for each new referral; must be new customers to Sky <p>Upcoming events needing PTA support:</p> <ul style="list-style-type: none"> • 29 June – new Y7 • 5 July – Music concert • 7 July – KS3 drama festival • 10 July – uniform sale (there will be no second hand uniform as stocks too low) <p>Agent One51;</p> <ul style="list-style-type: none"> • This letting agency have offered to donate 50% of their fee to PTA if there is a referral through the school; TC suggested this might particularly be relevant for new staff moving into the area; this could go into an email <p>100 club:</p> <ul style="list-style-type: none"> • May draw - number 37 • June draw – number 1 	<p>for Sat pm/ Sunday SB to check for bunting in school</p>
8	<p>Date of Next Meeting <u>Please note change of date to Tuesday 11 July at 7.30pm due to school being used by school wear suppliers on Monday 10 July</u> Meeting closed at 9.15pm</p>	

Signature

Date