

Minutes of the LPGS PTA Meeting Tuesday 19 March 2018, 7.30pm in the School Hall

Present:

| | | |
|---------------------------|-----------------------------|---------------|
| Christine Stephen (Chair) | Lynda Smithson (Secretary) | Inku Patel |
| Frances Sproule | Tracie Currie (Teacher rep) | Annette Stutz |
| Karla Law | Julie Sutton | Inge Lake |
| Rebecca Day (Governor) | Lucy Gregory (Vice Chair) | Niki Folan |
| Louise Whelan | Kiran Bance | |

The meeting was chaired by Christine Stephen

| | item | action |
|---|---|---|
| 1 | Welcome and introductions Christine welcomed everyone to the meeting. | |
| 2 | Apologies Anne Hudson (Headteacher), Leslie Ann Phillips, Jane Lee Davie, Rohini Rathour, Clare Kirkby | |
| 3 | Minutes of the last meeting/ matters arising <ul style="list-style-type: none"> • Staff bids: see below • Y11 Prom (23 June 2018): 138 tickets sold – original 'show of interest' was for 207 tickets; event will now go ahead; should break even but unlikely to be profit making; disco/ DJ and lighting all approved; only pupils of LPGS will attend – there are no guests; doors/ school gates will closed once the event starts and will not open again until the finish – pupils will not be permitted to leave and re-enter during the evening; Ed Fox Joyce (Photography dept) will be taking formal photos – these will be available for purchase via website; photography dept to receive proceeds • Non-uniform day (Friday 23 March): all proceeds to PTA funds; suggested £2 donation; Leadership team will be on the gates from 7.30am (in Easter bunny ears!) to collect donations; money to be banked by Sarah Burgess and transferred to PTA account. • Debit cards have arrived; CS and IP must still submit receipts and an expense sheet for any transactions • Quiz night (2 March 2018): was cancelled due to snow; rescheduled for Friday 20 April; some cancellations but some new bookings; 17 tables booked • The minutes of the last meeting (16 January 2018) were approved | CS to email SB re: banking and transfer of non-uniform day donations |
| 4 | Staff and Student bidding requests See finance report below <ul style="list-style-type: none"> • New requests: <ol style="list-style-type: none"> 1. Science dept: request for tablets for technicians (£704); these will be used for online electronic system for ordering daily/ weekly requirements for lab work and for record keeping, stock taking and supporting teaching APPROVED ONE ONLY cost <u>£176</u>; (science dept have also confirmed that future Lablogger software license will be paid by the Science dept.) 2. 6th Form (Emma Ashman Clark): there is now a screen in 6th form; it was unclear if this was suitable (may have been moved from reception area to 6th form. 3. Site Management: Additional artificial grass to complete "grassing" of courtyard has been installed; issues with 'burning' due to reflection of sun by adjacent windows has been resolved; new grass to patch the affected areas has been supplied at nil cost 4. Site Management: display boards and teacher chairs no longer required; classroom chairs still required; additional request for classroom tables; REVIEW BID in May when further details of | CS to check with EA-C about 6 th form info screen |

| | | |
|---|---|--|
| | <p>request available</p> <p>5. Science (Veronica Parry): request for 20 laptops (£6250); these are needed particularly for coursework for A-level students; existing laptops are slow and take 20 minutes to start up; purchase would be of Dell laptops as these are compatible with existing trolley charger DEFERRED</p> <p>6. Visual Arts (Ed Fox Joyce): 20 computers (£9300); existing computers are slow; AGREED TO PURCHASE 5 COMPUTERS cost <u>£2325</u></p> <ul style="list-style-type: none"> • TC raised the issue around dept requests being predominantly for IT equipment, especially laptops; there was agreement that there might be an opportunity to 'bulk buy' for greater discounts; TC advised that there is a need for a greater understanding of the IT situation across the whole school via a whole school audit; AH has asked ICT dept to look at this | |
| 5 | <p>Treasurer's Report</p> <ul style="list-style-type: none"> • £2480 available • staff bids agreed (see above): £176 (tablet), £2325 (5x computers for visual Arts) – total spend £2501; overspend can be covered by Own clothes day income; no further items can be funded at present • discussion re: possible sponsorship for laptops/ software and whether old equipment/ furniture can be/ is sold wherever possible • agreed to delay purchase of Science laptops until after the IT audit | <p>CS to inform Science Dept of audit and deferred decision re: laptops</p> |
| 6 | <p>Summer Market (Sunday 1 July)</p> <ul style="list-style-type: none"> • Stalls are virtually sold out now – 41 inside/ 19 outside • Music and dance departments have agreed to put on performances during the event • Piaggio van: for teas/ coffees; paid £25 for their pitch • Prosecco van: it was agreed that we would allow this; £150 to PTA for pitch; can provide cocktails too • Pimms, soft drinks, cakes: PTA to run this stall • Estate agents boards: Proctors have agreed to provide boards; JS is co-ordinating; 59 boards already taken at £9 per board • Bouncy castle: not yet booked; will be on hardstanding • Trampoline: as last year • BBQ: as last year • Brochure: Kevin McGregor (parents of Y9/10 pupil) is co-ordinating; 17 pages sold so far bringing in £2000 which is approx. £1000 profit • Photos: agreed it would be good to have photos taken | <p>TC to promote summer market at assemblies</p> <p>CS to approach Christian re: bouncy castle</p> <p>Ed F-J (photography dept) to be asked to take photos at summer market</p> |
| 6 | <p>Any other business</p> <p>100 club:</p> <ul style="list-style-type: none"> • March draw - number 77 • April draw: number 17 <p>GDPR:</p> <p>May 28th 2018 sees new rules about storing data; data can only be held on record for 12 months and then must be deleted; must be stored on password protected hardware; spreadsheets should be password protected if they include personal data; passing of any passwords must be via different media to that which the data is being sent; emails should be sent blind copied so that email addresses are protected and not shared</p> | |
| 7 | <p>Date of Next Meeting</p> <p>Monday 14 May, 7.30 in school</p> <p>Meeting closed at 9pm</p> | |

Signature

Date