

## Minutes of the LPGS PTA Meeting 9 January 2017, 7.30pm in the School Hall

### Present:

Christine Stephen (Chair)	Lucy Gregory	
Rebecca Day (Governor),	Arnold Wawrzyniak	Tina Cook
Lawrence Lusanie	Lucy Gregory	Frances Sproule
Leslie Ann Phillips	Jeff Hebert	Jennie Goodall
Lynda Smithson (Secretary)	Louise Whelan	Elizabeth Beroud

The meeting was chaired by Christine Stephen

		action
1	<b>Welcome and introductions</b> Christine welcomed everyone to the meeting. Introductions were made.	
2	<b>Apologies</b> Anne Hudson (Head Teacher), Sarah Burgess (Treasurer), Emma Illing, Claire Bougrine, Inku Patel, Inge Lake	
3	<b>Minutes of the last meeting/ matters arising</b> <ul style="list-style-type: none"> <li>The minutes of the last meeting (26<sup>th</sup> September 2016) were approved</li> <li>Quiz night was a sell out; very positive feedback has been received, though it was agreed that the night unexpectedly ran rather late</li> <li>Summer market: date confirmed as 25 June; flyers were handed out at LPSB Christmas market; Earlybird discount has been offered for bookings confirmed by Friday 13 January – there have been 15 bookings to date</li> <li>Y11 leavers prom has been approved</li> <li>CS has initiated an online booking service for PTA events: this is nearly complete; there will be reduced Paypal fees as we are a registered charity</li> </ul>	
4	<b>Staff bidding process</b> <ul style="list-style-type: none"> <li>CS briefly explained last year's process</li> <li>Departments will again be asked to put together a bid for items; the email asking for requests will be sent to all staff, including non-teaching staff; they will be asked to check that any items they request cannot be funded through alternative means; staff will be sent information about this bidding process later this week/ early next week; cut off date will be 27 January 2017</li> <li>For large spends, departments will be asked to send a rep to a PTA meeting to explain their request – this gives PTA members the opportunity to ask questions</li> <li>2 weeks before half term, CS and AH will review requests; this review will be completed by 10 February 2017</li> <li>there is £9K in PTA funds at present</li> <li>there was discussion as to whether pupils should be asked for ideas (mirrors in the toilets was an item that had been highlighted by several pupils); School Council would be one way of involving pupils, although RD informed the group that the next meeting of the Council would be too late; there was discussion over how information could be conveyed to forms – it seems that there is a need to ensure that information from School Council meetings is cascaded to pupils during form time</li> <li>Item requests will be focus of next PTA meeting</li> </ul>	<b>CS</b> to email all staff (teaching and non-teaching) re: bidding process; email to be sent this week/ early next week
5	<b>UPCOMING EVENTS</b> <b>Bingo Night</b> <ul style="list-style-type: none"> <li>Friday 3 February 2017</li> <li>Doors open 7.30; bingo starts 8pm; food at 9pm; finish 10.30; hall cleared by 11pm</li> </ul>	ensure flyer for Bingo night shows clearly

