

**Minutes of the LPGS PTA Annual General Meeting
Held on Tuesday 1st November 2016 at 7.30pm in the school hall**

Present: Anne Hudson (Headteacher)	Jennie Goodall (Business Manager)
Christine Stephen (Chair)	Rebecca Day (Governor)
Sarah Burgess (Treasurer)	Frances Sproule
Inku Patel	Lucy Gregory
Leslie-Ann Phillips	Julie Sutton
Tina Cook	Louise Whelan
Lynda Smithson (Secretary)	

Apologies: Inge Lake

1. Welcome and Introductions

Christine Stephen opened the meeting and thanked everyone for attending.

2. Apologies

Received from Inge Lake

3. Approve minutes from AGM held 7/12/15

The minutes from the previous AGM had been circulated before the meeting. No one had any comments and so the minutes were approved and signed.

4. Chair Reports

The PTA and the members serving at the moment, came together last December at the last AGM after an appeal from the school to keep the PTA going. Most of the previous members were stepping down as their daughters had left the school. We have come a long way in less than a year!

Our first job was to update the constitution and bring this in to line with current best practice. Our main focus over the last year was to build the PTA's profile at school events, not just with parents but with staff too. We have provided refreshments at parents evening, music concerts and end of term shows. We put on a successful Summer Market and held our first social event in October with a very popular quiz night.

- We set up a student competition to design a logo to re-brand the PTA
- We set up EasyFundraising and advertised to parents and included on the school website
- We set up profiles on social media so that we could promote what the PTA are doing
- We sought Match-funding from companies that participated in the scheme
- We set up the '100 Club'
- set up second hand uniform collections

We have implemented a process for staff to request PTA funding for equipment or services and in the 2015-2016 academic year we have supplied:

- Funding for the Carnegie project – a library based project
- Purchased 31 tablets for the history dept
- Trimmer from the textiles dept
- Large investment in the sound system in the hall.
- 2 ipads for learning support
- Trampoline for the PE dept

Sarah will touch on how much we have raised in the treasurer's report and the exact amounts we have spent.

I would like to thank the other committee members & PTA volunteers who have worked so hard over the last year, be it sorting through the SHU, serving refreshments, working on the summer market and so much more. I would also like to thank all the staff that have helped get the PTA message out there. To the site staff, the resources team and Clare Yonge for sending out all the PTA emails on our behalf. We really couldn't have achieved what we have without their goodwill and support.

To the future

This year we would like to continue to build on the work we have done in the past year and strengthen the LPGS community. We hope to have a bigger and better summer market and also put on more social events for parents and children to attend. We will be asking staff to place bids for PTA funding for this new year shortly and we hope we can support all the requests that come in.

As a PTA, there are still areas and roles that we would like to fill so if you would like to get involved and have some time to spare please do let us know.

We need someone to take over the coordination of the 100 club. This is probably about 20 hours of work which is all done from home from June next year. This will involve sending out emails to recruit new members, sending out reminders to existing members to renew and filling returns with Bromley Council twice a year. There is a full handover available for this so please don't be put off!

We also need someone to write our termly PTA newsletter. This is just creating content as the digital layout and production is done by the school for us.

We need to set up a planning committee for the summer market soon so if you have experience of helping at your previous school fairs, or would like a challenge, please let us know.

Anne thanked the PTA for all their tremendous efforts over the last year and Tina thanked Christine for being such a well organised and successful Chair, which was supported by all committee members.

5. Treasurers Report

ANNUAL REPORT FOR THE YEAR ENDED 31ST AUGUST 2016

The Langley Park School for Girls Parents/Staff Association is a Registered Charity with the Charity Commission for England & Wales, registration no. 801148. Its registered address is:

Langley Park School for Girls
Hawksbrook Lane
Beckenham
Kent
BR3 3BE.

The Charity Trustees during the year were:

Mrs C Stephen (Chair)	Mr L Lusani (Vice-Chair)
Mrs L Hurt (Secretary)	Mrs S Burgess (Treasurer)
Dr A Hudson (ex-officio)	

The Association acts in accordance with a constitution based on the standard constitution of the National Confederation of Parent Teacher Associations.

The Association's objectives are to advance the education of the pupils of Langley Park School for Girls by engaging in activities to raise funds, supporting the school and furthering relations between parents, staff and others associated with or affiliated to the school. The Charity is organised and run on a voluntary basis.

The Association's main fundraising event during the year has historically been the fireworks display, which is run in association with the Rotary Club of West Wickham. This year's display was held on November 7th 2015 and made a net profit of £4,064 compared to £2,875 in 2014. Due to restrictions of use of the school field, this would not be a joint venture going forwards, however, the PTA would continue to sell tickets on behalf of the Rotary Club for a small commission.

The other main source of income was the Summer Market. This had been very successful and had made a net profit of £5,317 with match funding due of £1,026.

Other sources of income included:

- Easyfundraising £571
- Concerts £703
- Parents' evenings £472
- Other school events £1,003

This year, the Association agreed a contribution of £16,065 to the School to buy items from a list of bids submitted from across the school's departments. These are things that could not otherwise have been bought, given the limited resources available in the school funds for 'extras'. This contribution to the school included funds which had accumulated over a number of years and would be paid in September 2016.

There was a total net profit of £12,297 on activities and events during the year and a total of £19,855 was held in the Association's three accounts as at 31st August 2016.

6. Election of Committee members

Christine advised the committee that Lawrence Lusanie was unable to continue in the role of Vice-Chair and Sarah would be resigning as Treasurer. Christine also advised she would be happy to continue as Chair and Lynda as Secretary and both were reappointed. Lucy Gregory put herself forward for Vice Chair and was seconded by Christine. Unfortunately a new parent who previously expressed an interest in taking on the role of Treasurer did not attend the meeting. It was agreed that Sarah would continue as Treasurer for the time being until a replacement could be found.

A co-ordinator for the 100 Cub was also required and Frances Sproule agreed to take on this role.

Finally, someone is needed to take over the production of the PTA newsletter. This will be providing content only as the formatting is handled by the school.

ACTION: Christine to send out another request for a new Treasurer and Newsletter co-ordinator.

7. Any other business

Update on the Sound system. Anne Hudson confirmed that the new system was now fully operational and the quality of the system was excellent with the improvements having been experienced at recent events. Christine asked if the new system could be used by the PTA at future fundraising events and Anne confirmed that this would be possible.

Club 100. A letter is to be included on the new Year 7 welcome pack in March and in the external Year 12 students welcome pack.

ACTION Christine to update letter and include in the welcome packs.

Year 11 end of year Party.

Rebecca Day had presented to the Year 11 assembly the possibility of holding a celebration event at the end of the school year. The students' feedback was requested and over 100 responses received. The majority preferred the option of a party/prom also with the majority wanting LPBS to be included.

The various options for the event were discussed and concerns were raised about the timing of the event. If held at the end of the GCSEs, some students may already

have left to go on holiday and it would also be very close to the PTA Summer Market. Anne advised the committee that when the school organises the Year 13 Prom this demands a huge amount of work and if held close to the Summer Market it would not be sustainable.

The possibility of holding the party after the mocks or prior to exams was discussed but Anne advised that previously the Year 13 prom was held before exams until last year when it was moved to afterwards which was much preferred by staff.

Concerns were also raised about the capacity of the hall if the LPBS were invited and the issues surrounding security, ensuring that the students were contained within one area of the school building and no alcohol allowed into the event.

Some suggested that it would be much easier to run the event without boys present but it was agreed that the girls would be happier if they could invite their boyfriends and not be limited to LPBS.

It was agreed that the preferred option would be to allow the girls to invite a partner to the party

Jennie Goodall asked if the event would be run as a fundraiser and Christine confirmed that yes it would. The PTA would provide food, drink, a DJ and decorate the hall and these costs plus the intention to make a profit would suggest ticket prices to be around £20/£25 a head.

Christine also mentioned that the girls commented that they did not want to have teachers present. It was suggested that form tutors and Head of Year may want to attend at the beginning but also the presence of teachers would be beneficial to help manage the students and for safeguarding purposes.

ACTION – Anne Hudson to discuss the party with the Leadership team and report back to Christine.

Summer Market

Lousie Whelan pointed out that it would be a great opportunity to advertise the Summer Market to the stallholders at the LPBS Christmas Craft Fair being held on 27th November, offering an Early Bird discount for early bookings to promote interest. To be able to start these promotions, the date of the market needed to be set. The date for the LPGS Summer Market was confirmed for Sunday 25th June.

ACTION: Christine to email volunteers to join the Summer Market Committee.

Christine advised that last year all stall holders were very positive about the event. The main areas for improvement are the need for signage around the school and a better supplier for the BBQ food.

Last year we had approximately 45 stalls. This year we will be hoping for 60.

Leslie Ann raised the point that it would be beneficial to have more stalls that will attract the girls such as make-up and jewellery stalls. The market also needs to be better communicated and advertised within the school to encourage the girls to attend. There would also be the possibility of offering fundraising stalls to the students who are going on the Camps International trip to Malawi in 2018.

Other Social events.

After the huge success of the Quiz Night, Christine said she would be very keen to put on another social evening for parents in the New Year. Different options were discussed and it was agreed that a Bingo Night would be a good idea. The date was set for Friday 3rd February.

ACTION: Christine to co-ordinate Bingo night sub committee.

Other fundraising ideas

Linda has researched raising funds through recycling used ink jet cartridges. It is a very simple process whereby parents can order bags to return used cartridges and the school would be given donation for the number of cartridges received. This could be easily advertised on the PTA Facebook page.

ACTION: Linda to investigate further and liaise with Inge for promoting on Facebook.

Leslie-Ann asked whether it would be possible for the school's uniform supplier to be signed up with Easyfundraising thereby encouraging new Year 7 parents to sign up when purchasing their daughters new school uniform. This was discussed and decided that the preferred option would be for the supplier to provide a commission to the school direct thereby avoiding any further loss of income through fees to Easyfundraising. Jennie Goodall confirmed that the school is already looking into this.

Christine also asked whether the school had ever considered setting up the uniform suppliers in the LPBS uniform shop as this would be a much more convenient option for parents. **ACTION** Jennie to investigate.

Club 100.

The winners for November and December were drawn by Anne:

November – 80

December – 14.

PTA Christmas Social night arranged for Tuesday 13th December. Venue to be confirmed.

8. **Date of next meeting** set for Monday 9th January at 7.30 in the school hall.

Meeting closed at 9pm.

DRAFT