

**Minutes of the PTA Meeting held at LAMPS
13th October 2009**

Present Lucy Phelps, Sue Simpson, Vanessa Willison –Pirie, Maddi Heslop, Jacqui Mayvers, Sharon Marshall, Zena Eaglestone, Luli Johnstone, Rachel Minshull, Francine Judge, Sarah Slade, Tamsin O’Neill, Deena Bousie, Christian Hill, Vicky Smith, Heather Clough, Tracy Miles, Julie White, Carol Hart

Apologies Maria Brown, Janine Gray, Sue Hoekstra, Janice Lloyd.

Minutes of the previous meeting These were approved as a correct record.

Welcome to new committee members Vanessa formally welcomed Heather and Christian to the PTA.

Treasurers’ Report An accurate balance was unavailable but Sharon verbally informed us that the current account balance would be £141 less than the AGM balance which was £1128.75.

Sarah showed us an information sheet she has been working on. It will advertise all the fundraising events planned and will also thank and keep informed all those who contribute to the lottery, especially those in our community who are in our lottery but not necessarily have any other connection with the school and of all the purchases made with the lottery money and other ways in which the lottery benefits LAMPS. Rachel asked to incorporate her lottery letter within this and it was also suggested that it be offered to Aspects to be included in their circulation.

Concern was expressed over the gardening expenses (£600 so far this year). This was further discussed later in the meeting.

Mrs.Phelps’ Report Lucy reiterated her plans to take year 6 on a 4 night/5day residential trip to Rydall Hall and year 4/5 to Robin Wood for a 3 day stay in May. The full cost of year 6 per child will be £210 – of that, parents are being asked to pay £160 and she asked if the PTA would subsidise each child by £50. There are 10 children in year 6 making a total donation from the PTA of £500.

The full cost of year 4/5 per child will be £190 and parents are being asked to contribute £130 with the PTA asked to subsidise £50 per child. Total subsidy for year 4/5 will be £900 and LAMPS will subsidise an extra £10 per child. The approximate cost of transport for the trips will be £600 and school will meet the majority of that cost and Lucy will try to access funding from other sources such as Extended Services. She also would like the children to do some of their own fundraising. Total subsidy from the PTA for both trips will be £1,400. Therefore, fundraising for the coming year will focus on this need.

Mrs. Phelps stated her intention that residential trips should be available for the children in class 3 on a yearly basis or for each child to have the opportunity of a residential trip at some point during their time in class 3 but was very much aware of the financial implications for those parents with more than one child in the class. Therefore, the funding strategy for this was not yet fully planned out and she appreciated that to initially start this off next year was quite expensive and she hoped that in the future, the cost would be better provided for.

Fundraising plans It was suggested that last years **Talent show** could be come a yearly event and run as a fund raiser. From the questionnaires returned, a **quiz night** was a popular idea and could be aimed at the parents and put on before Christmas. It was also suggested to make it into a chilli night with the ingredients being shared out and donated and bring your own pudding. Quiz teams could be chosen before the event and each team could prepare a selection of questions on different categories. An entry fee could be charged. A **promise auction** was also suggested, with various differently **themed baskets** also being raffled ie. a pamper basket, a chocolate basket, a gardening basket etc. A quiz for the children was suggested and it was agreed that this would be a good idea towards the end of term time at some point in the school year.

It was suggested that the children could donate coppers into a clear container and this could be displayed with a “thermometer” type counter showing the contents and updated on a weekly basis so that the children have a very visible picture of how much they are raising – this would be directly aimed at funding for the residential trips.

A sample recipe booklet was handed round and it was discussed how we might be able to produce our own as a fundraiser, with availability all year round. The production cost of the sample was £3.50 a copy and contained 40 pages (80 recipes) and we could order any number between 100 and 250. Carriage was between £14.99 and £20. It was suggested it could be cheaper produce our own. It was agreed that a letter be sent out to all children and parents asking for favourite recipes and also for any help that might be available with production ie. graphic design skill and use of publishing software. Children will be asked to write legibly with a view to handwritten recipes being incorporated into the book. Art work will be requested for illustration and cover purposes. The return date for recipes will be 6th November.

A **Games night** for the children was discussed but their calendar is very full at present. It was suggested doing this over two evenings when gymn club is on. Reception, year 1 and 2 could have games night while the juniors do gymn club and then the juniors could have games night when it is the infants games skills. This would allow for games to be better tailored to the age groups and it would be less crowded. It was agreed to put this idea on hold for the time being with a view to doing this in January.

PTA Notice Board Mrs Phelps has agreed to this provision so that we can keep all our information on display for parents and will be used to advertise our forth coming events.

Charities Commission It was recorded that while Alan Jackson has stepped down from the committee, he wishes to remain on the board of Trustees.

Your School Book Club LAMPS has registered with this website which offers a very wide range of books aimed at 3 to 15 year olds and include books for those with special needs. 20% of the value of books ordered will be credited to LAMPS to spend on free books. This information will be sent to Neil Fleming and ask him to put this onto the school website. A letter will be sent out to inform all parents of the site and the password.

Gardening Issues Concern was raised by the Treasurer regarding the cost of the school gardener and questioned whether we can continue to fund him at the current rate. It was confirmed that Mr.Cutmore has been working extremely hard and it was appreciated that he had made a huge difference to the garden, and that he had undertaken a large amount of necessary landscaping work in order to make the garden safe for the children to play in. It was stated that perhaps the cost would start to reduce as the garden was now in a much better state and it would hopefully be simply a question of maintenance from now on. Mrs. Phelps stated that she had just renewed the contract with Earthly Matters and suggested it would be helpful to ascertain their remit and ensure that it is carried out. She would seek a meeting with Mr.Cutmore to work out his remit and also which duties could be met within the childrens' Gardening Club.

A storage unit needs to be purchased for all the gardening equipment, including the wheel barrow and Mrs. Smith said she would get some quotes.

PTA Membership The PTA booklet has now been updated. It was suggested that a PTA table could be set up on parents night to inform everyone about the role of the PTA with LAMPS. We would be able to reassure parents re the commitment and we may be able to recruit some class representatives.

French Play Funding The PTA has been approached re funding for a French play to be performed within school. The funding required is £300 but Mrs.Phelps has not yet decided on this matter. It may be more cost effective to organise this as a joint venture through Dowdales using their link with the feeder schools. This will be further discussed at a later date.

Bonfire Night Several members of the PTA had issues regarding our support for this event this year following on from last years celebration. These included unhygienic facilities in the kitchen which had necessitated food prepared and served outside last year, poor lighting for the public outside, an unmanned and open BBQ for lighting sparklers, emergency exits tied shut to prevent people from entering without paying, no visible stewards or first aiders and no visible means of extinguishing sparklers safely. Our decision not to donate the full amount raised from our stall last year had also been very negatively received and our communication regarding this year,s event has been nil. This is a community event organised by the Buccleuch Hall Committee which we have always supported

in the past but in the light of all of the above issues, it was questioned whether we should continue with this support. Another cause for concern was that this is perceived as a PTA event, which it is not, and if an accident were to happen, would this be reflected on the school. Two people present clarified some of these points making it clear that stewards and a first aider were present. Vanessa asked who they were and Mrs. Smith provided four names. Mrs. Smith also stated that our donation had been very much appreciated regardless of the amount. This was noted but it was stated that this had not been the original sentiment expressed and we had to base our decision on the received information at the time. It was clear that mis-communication on all sides had caused a great deal of the problems we had in supporting this event. Mrs. Smith was very concerned that if we did not support this event, then the reputation of the school would be very adversely affected and she stated that she was willing to organise the catering side of the event through the school instead of through the PTA. It was stated that the PTA is very aware of its links to the community and we have offered support in other ways ie. children singing at the senior citizens Christmas party and donations of raffle prizes. Information was given that the Buccleuch Hall was donated to the village and due to this fact, it must be run by a body of people as a non profit making organisation and as it is a registered charity, it is unable to accept cash donations. There is a very small committee (about 4) and relies on community help for events. The AGM date for Buccleuch Hall is 16-11-09 and it was suggested a representative from the PTA should attend. Heather Clough volunteered to do this.

Any Other Business Sharon and Sarah will organise the printing of the Christmas raffle tickets. Heather asked for funding to purchase two pairs of goalie gloves for the LAMPS football team. This was approved.

Vicky thanked the PTA for the purchase of the sports boxes and said that all the children were enjoying them.

Date of the next meeting – to be arranged