

MINUTES

St Margaret's Academy PTA Minutes

October 6, 2014

In attendance

Carolyne Wilson, Caroline O'Neill, Amanda France-Walsh, Lorraine Pope, Mark Bradfield- Smith, Lynne Brown, Mike Brown, Frances Wycherley, Julie Georgiou, Lynne Graham, Cheryl Champion, Chris Roberts.

Apologies

Lisa Charlton

Approval of Minutes

The minutes were read from the 6th September meeting and approved.

Matters arising

No matters arising.

Report from Chair

Carolyne opened the meeting by extending a warm welcome to the new Year Seven parents who attended the meeting. She went on to explain the aims of the P.A., outlined our activities and stressed the importance of increasing our efforts in the light of our dropping income and the increasing requests for support.

She introduced Mark Bradfield –Smith, the Art teacher in the school who has been active in organising the improvement to the Year 7 Yard who had come along to give the meeting an update on the proposed work.

Mark showed us the competition entries held for the boys to present their vision for the yard. He discussed a number of ideas he is keen to implement to make the yard a more interesting place including mosaics inspired by Gaudi, graffiti inspired by a visit to Amsterdam and concrete benches. He expressed his appreciation for the support of the P.A. who have pledged £2000 for these improvements.

The meeting was extremely impressed by the plans presented by Mark and thanked him for his enthusiasm and commitment.

Procedure for approving requests

The following procedure was suggested. Carolyne is sourcing a form to use for this which will be distributed by Chris Roberts on the staff system. These forms will be presented to the committee for approval (or a quorum if it is an urgent request). The subsequent invoice will be checked against the form by the Treasurer before payment. The school finance office has been advised that the P.A. will not make any payment that has not been approved. Chris will ensure that Staff are aware of this procedure.

Risk Assessment

Carolyne reported that the catering manager was unhappy with the state of the kitchen after the Eucharist and has asked that a member of catering staff is present when we use the kitchen. It was agreed that this would be useful as it would cover us in any risk assessment for kitchen use. It was further decided that helpers at events should be subject to risk assessment using the school form. The catering manager raised

concerns over legislation regarding allergens in food which could have an impact on P.A. activities (cake stalls etc.).

Caroline will contact him for further information. **Action – Caroline**

Christmas fair 22nd November

Carolyne explained the procedures for collection of donations for the benefit of new members. She suggested that there should be a few tables available for artisans to sell crafts in return for a small fee and a donation of a raffle prize which was agreed.

A number of volunteers will be needed on the morning of Friday the 21st for receiving donations. Donations will spread over a number of days as last year.

Mark agreed to organise signage using old banners. Lorraine volunteered to source some old banners from her work place (Sainsbury's) **Action – Lorraine**

It was agreed that local streets should be targeted with flyers – this and other publicity will be discussed next meeting.

Report from Chair.

Carolyne reiterated how encouraging it was to see new members. She talked about our plans for a football tournament and fun day in September. Amanda outlined some of the ideas she is exploring for the day.

Treasurer Report

Current Account stands at £7,500

School Representative Report

All colleagues have been advised of the dip in P.A. funds and have been asked to give more support to P.A. activities. Miss Evans of the P.E. Dept has offered proceeds from the WW1 football match to the P.A. Hazel Kinloch is no longer Volunteering Supervisor but she reports the boys are keen to get volunteering points. If any bag packs are available she will put them in the diary for next year.

Chris advised the meeting that O2 has a project where they provide helpers to visit schools and recycle phones. The profits from the phones are given back to the school.

Candidates for Committee Posts

New members were asked to consider putting themselves forward for committee posts. Caroline no longer has a child in the school, In due course someone will have to 'take the reins' from Carolyne and Lisa also.

A.O.B

Carolyne reminded new parents of the second hand uniform shop. Amanda proposed a car boot sale and it was thought it was worth pursuing. Chris will make enquiries at school to see if it would be possible to use the car park.

Next Meeting

Tuesday 4th November 6.00 p.m Riversdale Club (end of Riversdale Rd. Aigburth)