

Parents' Association Lady Manners School

Minutes of the meeting held on 10th April 2018

Present: Amandine Poirier (Chair) **AP**, Dulcie Jones (Treasurer) **DJ**, Josephine Pickworth **JP**, Karen Rouse **KR** and Mrs D Goodwin **DG**.

		Action
1. Welcome	AP welcomed parents and school representatives to the meeting.	
2. Apologies	Ruth Whiteside RW , Katy Pugh (Vice-Chair) KP ,	
3. Minutes of the previous meeting	Minutes from the AGM meeting held on 7 th Feb 2018 were signed as a true record by AP as Chair.	
4. Financial Report	<p>£5,333.84 is in the current account at present and £800 in the lottery account following the movement of monies from the lottery account as discussed previously (£500 x 2 over the preceding months).</p> <p>It was agreed that JP will be added to the mandate for banking and to the charity commission trustee's website.</p> <p>DG supplied a list of the latest donations through WisePay and it was agreed that a voluntary contribution button would be added to the WisePay platform (when considered appropriate) for parents to be asked if they would like to donate to the Parents' Association when they are buying other things through WisePay.</p>	DJ
5. PA Lottery	<p>One lottery prize has been sent back to school as family has moved - DG agreed that school will try and locate the family, so they can be awarded their prize. If this is not possible funds will be returned to the lottery account.</p> <p>The draw for this month's lottery prize was carried out with no.14 being drawn as 1st prize of £70 and no.4 as 2nd prize of £35.</p> <p>70 people are now in the lottery and a lottery return form will be sent to the council by DJ soon.</p>	DJ
6. £1 Club	£1,600 raised so far and £200-300 still to claim from Giftaid.	
7. PA roles to fill	A 2 nd Vice Chair is still wanted	
8. Events	<p>The school concert is to be held on the 3rd May. AP will try to contact previous helpers to ask about future event help and assess how many helpers are needed (KP has already offered her help for 3rd May).</p> <p>KR will contact Sarah and they will both decide who is in charge of organising the supply of refreshments.</p> <p>Raffle prize request needs to be put out on Facebook (AP/JL) and in the newsletter (JP). JP also to source a list of local companies to write to and ask for support with raffle prizes.</p> <p>Sports award evening – flyers advertising the Parents' Association, £1 Club and car boot sale will be distributed on seats at intervals</p>	KR AP/JS JP

	for the evening. DG agreed to talk to premises staff about this.	
9. School Concert refreshments	<p>It was agreed that the switch to plastic glasses, beer, juice, Prosecco and cookies was a success and made the job of helping at the events significantly less arduous. This will be continued for future events when possible.</p> <p>It was agreed that Beer and Prosecco are to be charged at £3 each, with 1 bottle of prosecco being used to fill 6 glasses, juice to be charged at £2 (more of this will be available next time as we ran out but this was due to extenuating circumstances as performers did not have their usual free drinks available from school and therefore DG will check on situation for the next concert).</p>	
10. Y7 intake evening	<p>Someone will be required to talk or be present and advertise the Parents' Association at the Y7 intake evening as AP will be absent this day.</p> <p>School have agreed to send details out with Y7 intake pack again as last year as this was successful in increasing lottery and donation participation last year.</p>	
11. Parent engagement	<p>JP to take over production of Newsletter from AP due to time commitments, 1 per term will be the aim for production and will include upcoming car boots, event and donations. This will be approved by Parents' Association committee then sent to JL for school approval</p> <p>Publicity to be increased, hopefully using Facebook page to ask for cake donations and AP will ask JL via JS and DG to share on Lady Manners School Facebook page as they now have approx. 1000 followers.</p> <p>Possibility of using free peak advertiser events listings for Parents' Association and school events.</p> <p>Parents' Association has recently paid for benches in the space outside the learning support area and this has been a success and photos are being taken for publicity purposes.</p> <p>A note received from the English department thanking the Parents' Association for funding an author visit has been used for publicity on the school's Facebook page.</p>	<p>JP</p> <p>AP</p>
12. Y11 leavers wish-list	It was decided not to continue with this (a wish-list of items needed by school that Y11 leavers may want to donate) as it did not work satisfactorily.	
13. School wish-list	<p>All departments had been asked to provide a list of things they thought would be a useful addition that they would like the Parents' Association to fund, DG provided the list of requests – this totalled £13,550 and therefore we cannot fund all of them straight away. This list will therefore be circulated for Parents' Association members to decide which items to fund at the moment. It was also mentioned that some software may be required later in the year however it is not on the list for now.</p> <p>Other suggestions of funding that parents suggested were radio-microphones for school productions and sheet music for various musical groups in school. It was discussed that the music department do receive funding from ticket sales for the purchase</p>	

	<p>of extra resources and so Parents' Association monies may not be as badly needed as other departments. However, DG will discuss with relevant departments about suggestions.</p> <p>There was some concern about supporting Y4-6 transition as these are not Lady Manners School students and therefore may not be an appropriate use of Lady Manners School Parents' Association money and this was discussed with the issue of trying to increase student intake to maintain government funding.</p> <p>Donations will be paid from now on a twice-yearly basis unless otherwise requested.</p>	
14. Car Boot Sales	<p>Licence received from the council now for holding the car boot sales and a thank you to Tessa for realising that it needed doing and filling in the forms, JP to scan and send in map to accompany our application, the map was found by DJ.</p> <p>KR has emailed helpers to request assistance at the car boot sale, cakes will be provided by Park Pantry, also a request will be sent out to parents for cake donations. KR will order bacon and bread (200 bread rolls and 20kg bacon) DJ will pay resulting invoice. Delivery will take place on Friday 20th April to Kitchen where Mrs R Handley RH will take control of items for Sunday. Tessa has offered to check the cupboard and provide a shopping list for Laura to do the shopping of fresh items.</p> <p>KP has done advertising for car boot sale, posters have been circulated to Derbyshire Dales offices and other adverts have been sorted, except Peak Advertiser which will receive a repeat of previous advert already approved by school.</p>	<p>JP</p> <p>KR</p> <p>Tessa and Laura</p>
15. PA meetings	Next meeting to be held on 5 th June 2018 at 6:30pm in the school library. This can be advertised through the usual channels.	AP to JS
16. AOB	JP will share access to Parents' Association Google Drive with her work account for ease of use.	
17. Close	AP thanked those present and closed the meeting	

MINUTES SIGNED BY: **POSITION:**
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DATE: