

Parents' Association Lady Manners School (PALMS)

Minutes of the Annual General meeting held on 4th June 2019

Present: Amandine Poirier (Chair) **AP**, Dulcie Jones (Treasurer) **DJ**, Ruth Whiteside **RW**, , Josephine Pickworth **JP**,.

Attending: Janet Snell, Peter Freeman, Gary Peat

		Action
1. Welcome	AP welcomed parents and school representatives to the meeting.	
2. Minutes of the previous meeting		
3. Financial Report	<p>DJ reported that there was £1500 in the lottery account and £6000 in the current account</p> <p>£500 must be kept in the lottery fund therefore £1000 will be shifted across to the current account giving a total available for donation £7000.</p> <p>It was reported that normally once per year £1000 was donated to the lunch time clubs fund – Janet Snell to ask Debra Goodwin if the fund currently requires more money (post meeting note: none required at present).</p>	
4. Donation requests	It was decided that requests for donations will be made in September	
5. Car boot sales	<p>DofE students were asked about helping the PALMS as part of their community service element but there have been no volunteers so far.</p> <p>Due to lack of helpers at the last car boot it was decided to not do refreshments however we think this is a shame so have decided to do cold refreshments and tea and coffee and then look into getting an outside caterer to do hot bacon baps. – KR was speaking to a local supplier, so we will follow that up and JP will also try and speak to her contact and see what the outcome is.</p> <p>First aider issue was discussed. – essentially as no school staff are on site is it necessary for the PA to provide a first aider</p> <p>The PTA .co.uk website states -</p> <p style="color: orange;">Is there a legal requirement to have a first aider present at every PTA event?</p> <p>Event organisers have a duty of care to everybody attending, but do not have to provide medical cover. They are, however, legally bound to this duty of care and to keep people safe. So, where there's even a</p>	

	<p>minimal risk of injury, they need to ensure that they have taken the necessary steps to respond to potential incidents.</p>	
<p>6. Events</p>	<p>Summer Concert 26th June</p> <p>JP to apply for event licence</p> <p>Helpers to be requested – JP available to help</p> <p>AP to source refreshments (Karen available?) from list produced by Karen Rouse</p> <p>Raffle prizes required, some are already in school, PF to kindly donate a prize (post meeting note: PF dropped off donations at school 6th June)</p> <p>6th formers will sell raffle tickets at concert</p> <p>Yr 7 intake evening</p> <p>Amandine will present to the new parents and try to entice them in. Other PALMS members may go to mingle and chat to parents?</p>	
<p>7. Advertising of PALMS</p>	<p>Advertising of the PALMS was discussed at length due to the current lack of available help and it was thought that given the scale of the school it should be possible to find more people able to help if school and the PA were to make a more concerted effort to advertise, this included</p> <ul style="list-style-type: none"> • opening the membership up to the wider school community (grandparents, friends etc.) this was considered to already be open it is just the committee which must consist of parents only. • Making a tick list on Wisepay for volunteering for jobs for PALMS • Coffee mornings to raise awareness of the PALMS • Quiz night • Trying to involve the children in getting their parent to come to events and take a more active role • Possibly to get hand written notes to send home to parents • Increase proactive advertising on the school website • Getting messages through to relevant PA members from school quicker in order for them to respond in a timelier manner to questions from parents or public regarding PALMS events or roles • Create of list of specific jobs and roles that the PA need help with • Active recruitment of the Yr 7 intake parents who may still be keen and wanting to get involved in the school to learn more about their children’s new environment • School to send out reminders to parents about events and opportunities to help (i.e. help out, donations of raffle prizes or cakes etc) 2 weeks prior to event • Advertise lottery prizes more widely so people realise how much they could win • Reminding parents above Yr 8 that these lottery and £1 club exist and that they have to be in it to win it. <p>In general, it was thought that we should make it more widely known</p>	

	<p>that we exist and what it is we do to raise money for the school and what that money has been used for. This could also include coming up with a more long-term funding plan that we can work towards as it is generally much easier to persuade people to donate money to a particular cause rather than to a fund that could go on anything. Prepare 3-5 year plan with school for fund raising.</p> <p>It was thought that if we could get a list together of specific jobs which need to be done the school could advertise those jobs for helpers on their Facebook page and website which are must more highly followed than those of the PALMS.</p> <p>As the PA Facebook page has only 60 followers it is important to find a way of either sharing their posts with the school Facebook or to use the school Facebook to advertise PA events.</p> <p>A meeting will be arranged with JS, Jennie and Amandine to sort out a social media strategy going forward (post meeting note: arranged for Thurs 13th June 10.30am)</p>	
8. Lottery	Lottery was drawn with top prize of £138, cheques were written to prize winners	
9. AOB	<p>Science Lab renovation</p> <p>PALMS has donated £10 000 and the school has now reached £46 000 of its £60 000 target and work will start soon on the renovation of the science lab.</p>	
10. Next meeting	Next meeting to be held at 7pm 10 th September 2019	
11. Close	AP thanked those present and closed the meeting	
		Close

MINUTES SIGNED BY: **POSITION:**

DATE: