



Parent Teacher Association (PTA)

Meeting:	Parent Teacher Association (PTA) Meeting: Monday 14 th March 2016 7.30 – 8.30pm: Lancot Drive, Dunstable, Bedford LU6 2AP
Attendees:	Teaching staff team: Sue Vickers (SV), Samantha McCook (SM) and Claire Probert (CP) Alex Powers (AP) Kerry Smith (KS) Parents: Lisa Marie-Tinks Ellis (LMTE), Sian Rudgley-Ingram (SRI), Helen Deavall (HD), Alison Gittins Fry (AGF), Rowan Flitton (RF), Jo Dellar (JD) and Emma Reade (ER) Lynzy Stimpson (LS) Kelly Rae Cooke (KRC), Julie Mead (JM) Sarah Exelby (SE) Clare Swain (CS) Sally Wilkins (SW)

Agenda Item	Content Notes	Action Points
1. Welcome & Apologies	- Apologies from several parents noted	None
3. Minutes of last meeting	- Minutes from previous meeting agreed, no matters arising	Website and publicize
4. PTA facts discussion	<p>PTA discussion: ER briefly ran through an introduction to General Meeting and why the PTA needs to be constituted.</p> <ul style="list-style-type: none"> - All PTA'S should have a constitution /register their status - avoid abuse and strengthen the opportunities for the school. - All agreed to adopt the PTA-UK Model Constitution and agreed with the Objectives: The objective of the PTA is to advance the education of Lancot pupils, in particular by: <ul style="list-style-type: none"> • Developing effective relationships between the staff, parents and others associated with the school • Engaging in activities or providing facilities or equipment that supports the school and advance the education of pupils. <p>*PTA to achieve these objectives through fundraising events; they will manage the finances and report back on them annually at the AGM.</p> <p>*PTA leaflet would be good for all parents/carers, especially new ones going forward, for example joining the nursery.</p> <p>*PTA activity varies from school to school. The wider the range, the more chance you have of involving more people. A PTA can:</p> <ul style="list-style-type: none"> • raise funds to help the school provide resources and extras for the pupil • run social events for parents and children • provide support for school trips and outings and other special events • run after-school clubs for sport, music or drama • organise meetings to inform parents about education issues, especially when changes are taking place <p>Communication re: General Meeting via:</p> <ul style="list-style-type: none"> - LEN's Schools Newsletter - Lancot Facebook Page - Lancot Parents Facebook Page - Notice boards and posters on classroom doors - Letters in book bags - School to home emails 	

<p>5. Nominations and voting</p>	<p>Recruitment and election process: General Meeting to be held (14th March 2016) to allow more than 21 days (from the first PTA meeting held Thursday 21st January 2016) for nominations for the above roles to be received in advance. Nominations were made available for any attendees to nominate themselves or be nominated. All nominees gave consent to be nominated – voting took place by a majority show of hands, from 15 attendees, for the following Key Roles:</p> <ul style="list-style-type: none"> - Chair: Lisa Marie-Tinks Ellis and Co-Chair Jez Kirby Nominated by Emma Reade – unanimous vote from 12 attendees - Vice Chair: Helen Deavall Nominated by Lisa Marie-Tinks Ellis – unanimous vote from 13 attendees - Secretary: Rowan Flitton and Co-Secretary Emma Reade Nominated by Sian Rudgley-Ingram – unanimous vote from 12 attendees - Treasurer: Sian Rudgley-Ingram Nominated by Rowan Flitton – unanimous vote from 13 attendees - Publicity Officer: Alison Gritten Fry Nominated by Helen Deavall – unanimous vote from 13 attendees 	
<p>6. AGM Information and close General Meeting</p>	<p>AGM Information and close General Meeting</p> <p>Lancot PTA must hold a general meeting within 15 months of the date of the adoption of the constitution.</p> <ul style="list-style-type: none"> - ER suggests delaying until April 2016 to ratify the constitution so that Annual General Meeting (AGM) can be held in July annually to tie in with the end of the academic year’s achievements/celebrations and fundraisers i.e. summer fete. - First AGM will be July 2017 to reflect and report on the year 1st April 2016 – 31st March 2017. - ER to draft an AGM template that includes: <ul style="list-style-type: none"> - Accountable to members - Chairs report on successful year and how money was raised - Treasurers report on how it was spent - Thanks contributors and supporters - Share future plans and aspirations - Committee members either stand down or stand for re-election. 	<p>LMTE & JK to sign/ratify the constitution 19.04.16</p> <p>ER draft template</p>
<p>7. Finances</p>	<ul style="list-style-type: none"> - Account information not accessible. - New Mandate needed – Treasurer - Stephen Chamberlain has accessed £3,000 of funding, however a large grant was given by The Challenger Multi-Academy Trust in September. - SFA Success For All: SC to provide a statement to validate the expenditure. 	<p>SRI new mandate with HSBC and SV 2nd signatory</p> <p>CP & SC</p>
<p>8. Icarus Trust</p>	<p>Icarus Trust: Wellbeing concerns –</p> <ul style="list-style-type: none"> - They asked for money and have slim resources in staff and £50k deficit - No website and they have been running since 2012 with no activity - Published accounts, e.g. more money spent on IT than salaries - Challenger led program however no overwhelming need has been identified for this service and the main experience re: addiction. Charlie Rigby (Trust CEO) discussed. 	<p>CP pick up with SC re: position statement</p>

9. Fundraising Wish/Bucket List	Wish List/Bucket List - £10,000																																
	Short Term	Medium Term	Long Term																														
	1. ICT new Ipad Mini's (currently 1 between 3)	2. KIDZANIA Trip for all. £12/pupil plus transport £7. Year 1 first	7. Mini Bus																														
	3. Digital Signage (JK?)	4. New Playground equipment EFS	8. Covered pool (currently used 7 weeks out of 52)																														
5. Free swimming lessons	6. Carpet replacement/walls painted (Hastingsbury?)	9. Pupils choice																															
Actions <ul style="list-style-type: none"> - CP quotes list to be publicized in case prices & quality bettered. - Use PTA existing funds to buy Ipad mini's immediately based on above - ER look into Big Lottery Grant: pool cover/Lighting – solar grants and underground heating funding ER to look into. - JK to look into signage - Bucket list flyer to raise awareness across all parents in case there are any opportunities - AGF PTA Welcome Flyer 																																	
10. Fund-raising Events	<table border="1"> <thead> <tr> <th>Fundraising Events:</th> <th>Date</th> <th>Goal</th> </tr> </thead> <tbody> <tr> <td>Orange rolling</td> <td>20th May</td> <td>£100</td> </tr> <tr> <td>Afternoon tea & street party for the Queen: knickers</td> <td>June</td> <td>£1,000</td> </tr> <tr> <td>Sports Day</td> <td>8th July</td> <td>£1,000</td> </tr> <tr> <td>Rio Summer Fete</td> <td>15th July</td> <td>£2,000</td> </tr> <tr> <td>Pamper</td> <td>September</td> <td>£400</td> </tr> <tr> <td>Els Tallet Murder Mystery Night</td> <td>October</td> <td>£250</td> </tr> <tr> <td>Jenny – Beat the Vixen</td> <td>November</td> <td>£250</td> </tr> <tr> <td>Christmas Fete</td> <td>December</td> <td>£1,000</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td>£6,000</td> </tr> </tbody> </table>		Fundraising Events:	Date	Goal	Orange rolling	20th May	£100	Afternoon tea & street party for the Queen: knickers	June	£1,000	Sports Day	8th July	£1,000	Rio Summer Fete	15th July	£2,000	Pamper	September	£400	Els Tallet Murder Mystery Night	October	£250	Jenny – Beat the Vixen	November	£250	Christmas Fete	December	£1,000	Total		£6,000	ALL: focus for 19.04.16 meeting. PTA-UK details shared (SV) and risk assessment etc reviewed
	Fundraising Events:	Date	Goal																														
	Orange rolling	20th May	£100																														
	Afternoon tea & street party for the Queen: knickers	June	£1,000																														
	Sports Day	8th July	£1,000																														
	Rio Summer Fete	15th July	£2,000																														
	Pamper	September	£400																														
	Els Tallet Murder Mystery Night	October	£250																														
	Jenny – Beat the Vixen	November	£250																														
	Christmas Fete	December	£1,000																														
Total		£6,000																															
NEXT SCHEDULED MEETING <ul style="list-style-type: none"> - Tuesday 19th April 7.30 – 8.30pm at Lancot School - Monday 16th May 7.30 – 8.30pm at Lancot School - Monday 13th June 7.30 – 8.30pm at Lancot School LMTE & JK to plan some daytime meetings to ensure Lancot PTA is accessible to all Parents/Carers		All to raise awareness																															