

MINUTES

Lymm High School PTA

Date: Monday 13 November 2023

Chair: Kerry Spink and Clare Martin

Minutes: Daniela D'Andreta

In Attendance

Gwyn Williams (GW, LHS Head), Kerry Spink (KS, co-chair), Clare Martin (CM, co-chair), Jo Cope (JC, Treasurer), Kirsty Holden (KH), Nicola Storey (NS), Emma Roberts (ER), Rachel Hind (RC), Rodrick Chakavarika (RC), Sarah Coke (SC), Tracy Gowland (TC), Daniela D'Andreta (DD).

Apologies

Helen Davison (HD), Natalie McGillivray (NM), Emma Openshaw (EO), Fiona Hutchison (FH), Kirsty James (KJ), Rigel Allan (RA), Mark Swettenham (MS), Louise Hassall (LH).

Welcome

KS and CM welcomed everyone to the meeting.

Minutes / Matters Arising

The minutes were read and accepted.

Updates

Head Teacher's Report:

- Tyn-y-Felin – planning to re-open in Feb/March 2024. Hoping to offer a Y7 residential in summer term. It was agreed that PTA would hold off on fundraising until venue is up and running.
- Performing Arts bid – school's biggest fundraising priority, no definitive news yet.
- Class Charts app – parent and PTA feedback welcome. Note from PTA on recent parent feedback on social media relating to costs of school trips, SEN provision and behaviour monitoring.

Chairs' Update:

- Two events have taken place since the PTA AGM – open evening and doughnut day – with much appreciated support from parent volunteers and school. Further events are planned over the rest of the academic year. Doughnut day is always popular, a sell-out and will be repeated.
- A consideration for future open evenings was made in relation to providing snacks and refreshments to student volunteers helping out at after school events. PTA will work with the school to explore how to accommodate in a cost-effective manner.
- The PTA welcome new parents who would like to be involved/support in whatever way they can.

Treasurer's Update:

- Open evening (5th Oct) - PTA provided refreshments. Event spend higher than earnings, balance of £-4.67 (but still have stock and some of the deficit related to providing refreshments to student volunteers).
- Doughnut day (26th Oct) - £220.24 profit (KS noted slightly under the forecasted £225, fixed cost item).

Action: add JC as account signatory and set up sort online access to enable faster reimbursement of expenses (use cash/cheque in the meantime, ensuring audit trail).

Safeguarding & risk assessments

PTA volunteers to follow school safeguarding rules when on site and operate on the understanding that a member of school staff will be present for monitoring. Only applies to events during school day. Discussion of recent event without a staff member present.

Action: PTA send list of volunteers parent names to Miss Ball as school safeguarding lead to approve.

Action: School to ensure a member of staff is present during daytime events.

Fundraising for academic year 2023-24

Events

High School Musical production bar (21st – 24th November 2023)

KS has applied for alcohol license. Discussion of roles for stocking, pricing and volunteers on daily rota (NS). Additional volunteers required.

Action: agree amount for float, agree price list post stock purchase, ensure volunteers have SumUp.

Santa float (December)

Lots of organisation required for this event. Volunteer list compiled, around 12 people – including 2 parents via Facebook – all dates agreed. Rotary to confirm dates direct with volunteers. PTA will receive £25-£35 per volunteer. ER suggest next year try to schedule/block book 3 PTA nights in advance.

Action: CM to obtain email and phone number details for all volunteers over 18 years.

Quiz night in school, hex (Fri 2nd Feb)

KS to lead organising. Est. Mr Hayes has volunteered as quiz master. Discussion of food offer (van not requiring use of kitchen – Thai, pizza, fish and chips?), raffle prizes. 80-100 people to attend.

Action: agree food provision, obtain quotes for price per head and price for tickets, check timings (7-10:30pm?), send out save the date comms via NM.

Action: KS to apply for alcohol license.

Band Night/party night/ball/parent prom (provisional date 19th/26th April, team RH, ER, HD)

Action: confirm date Schedule before Lymm festival.

Lymm Ladies Lunch TBC

Date to be provided by organisers (non-PTA)

AOB

Potential for another doughnut day?

Action: KS check with NS for potential dates.

Next meeting: Monday 22nd January 2024, MS Teams.