

***Parents, Teachers and Friends Association Meeting & AGM***

***2 November 2023, 7.00pm ACC***

**Members present:**

School representative: Gill Clegg

Committee: Simon Fitton, Su Hauff

Joanne Fitton (minutes), Miranda Hyman, Justin Kimber

**Apologies:**

Kelly Knox, Justine Allen, Joanne Burr, Collette Preston, Jennifer Butler, Natalie Heywood, Charlotte Craig, Sheraz Shahid, Yvonne Smedley.

**1. Minutes of the previous meeting**

Approved as an accurate record.

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|  |  | **ACTION BY** |
| 2. | **Annual General Meeting**  **Formal PTFA positions were raised and voted on:**  **Chair:** Simon Fitton nominated & formally elected  **Treasurer:** Su Hauff nominated & formally elected  **Secretary:** Kelly Knox was unable to attend but had indicated would be happy to remain as new to position & members were happy to elect on this proviso.  LSA PTFA WhatsApp 03/11/2023 unanimously voted to elect Kelly.  In absence of the Secretary’s Annual AGM Report, the Chair & members reviewed the achievements of the last 12 months for the PTFA:   * **Purchase of the music equipment for Nathan Spacey** * **24 Netball dresses for the PE Department** * **Small bids of £300 provided for:**   + **Funding for the School Eco Council**   + **Prizes for the Maths Department**   + **4 Digital cameras for Technology Department**   + **3 Additional E-Sport PCs and accessories for Computer Department**   + **Metal bender for Technology Department**   Proposed that Simon to be added to PTFA bank account as an additional signature, with Su Hauff & Charlotte Craig to remain, and previous members taken off.  It was resolved that the authorised signatories in the correct mandate for all accounts be changed in accordance with the above and the appropriate form completed for the bank, confirming the details in sections 2 and 3.  Su will then look towards electronic banking.  [See below for Treasurer’s full AGM accounts / update] | **Simon Fitton** |
| 2. | **School representative**  **School feedback**  Gill wanted to say that the school was very appreciative of the PTFA, adding she felt that there was currently a real buzz for what we are doing at the moment, with more staff wanting to get involved in the future.  **PTFA Survey**  Joanne Burr had forwarded a previous draft version and Gill will liaise with Simon in the next month to create a form  **PTFA roles**  Gill encouraged roles to be created and spread out across PTFA members:   * Media person * School link * Events & team committee * Staff reps   **Andrea Boyle’s Garden Project**  Last month Gill had shared Andrea’s overview of how school can create an allotment. The PTFA support this venture and will look for ideas to fund raise and assist with this development. An event planned for May 24 was suggested as a key fund raiser for a polytunnel purchase.  Could we invite Andrea to next meeting?  **PTFA promotion**  Gill would like the PTFA to show more people what they are doing and think of new ways to promote & recruit. Simon encouraged to contact Callum the school media rep to share news across school social media.  As mentioned early the school feel the PTFA are being very active at the moment and wanted us to raise greater awareness to parents.  **Projects updates**   * **E-Sports** – school students were excited to soon be joining a new league on the new PCs * **Netball dresses** – Kath Lloyd was the contact for getting a photo of these in use, or was suggested the PTFA could share posts from the PE department | **Gill Clegg** |
| 3. | **Treasurer Annual Report Sept ’22 – Aug ‘23**   * Accounts are currently being audited by Peter * Income £3043.40   Income highlights include:   * + School Lottery £1248.60   + Refreshments £848.17   + Christmas Markets £590.73   + Smile £108.01 * Expenditure £5,897.27 (*we had agreed as a committee to spend more this year as we had a large balance sitting in the account post Covid*)   Donations: (Total £4,638.11)   * + Audio kit £1,816.11   + Esports £1,100, Cameras, Netball £2,072.00   + Eco Council £300   + Maths £300   + Staff rewards (for students) £150 * Outgoings:   + Coach hire   + Refreshments   + Insurance   + Lottery licence * Petty cash   + £189.02 at start of year   + £531.82 at end of year * Current balances:   + £6,102.81 account   + £534.15 cash   + £26.36 reserve account * We had previously agreed to maintain a £1,500 reserve | **Su Hauff** |
| 4. | **Chair update**  **23rd November –** ‘Preparing for success’ careers evening for years 9 – 11 students / parents   * + Gill suggested this would be a great opportunity to self-promote & promote the good they have done, alongside selling refreshments   + School prefects could help in shifts with refreshments also   **25th November –** Manchester Christmas Markets   * The Consensus was to keep this as a social event and not do a raffle   **13th December –** School Christmas Concert   * Suggested we hold the raffle for the Winter Gardens here * Raffle prizes * Feedback was generally that alcohol was not needed at the concert | **Simon Fitton** |
| 5. | **Bid**  Kelly Harrison for the PE Department put the following bid to us:   * Socs app - an online app that many schools and clubs use, AKS use it and it allows all PE teachers, parents, students to see what fixtures are lined up, if their child is playing with all the info included - competition, date, time, equipment needed, venue. The app will also allow staff to see what other fixtures have been planned to avoid double booking facilities, students and transport. The app also seems to offer a music platform which music could benefit from. So far for sport it costs £500 but might be cheaper after a demo. As you know we are really pushing sport at LSA and this is something all staff, parents and students would benefit from.   + Feedback had shown support from one member of the PTFA Whatsapp group   + Conversations at the meeting were around:     - £500 cost – it was assumed £500 could possibly an annual cost so could the PTFA commit to this year on year (?)     - School had just introduced the ‘Synergy Parent’ app ‘to reduce the number of apps parents were being asked to use’. This app already held facilities potentially for this in the top left menu     - It generally wasn’t felt that this was a PTFA suited project for us to invest in as it wasn’t benefitting all the students directly, and current systems in place had worked for many years   + On this basis **the bid was not successful** * In the future, could staff come to meetings for we could better cross-examine their bid proposals? | **All** |
| 5. | **Events**  **Summer Party**  Jo confirmed a deposit had been put down to reserve Lytham Cricket Club for Saturday 11 May 2024 to hold a parent only party. To encourage both parents and staff the event will be used as a fundraiser for Andrea Boyle’s garden project to fund the purchase of a polytunnel.  **Calendar**  General consensus was there were a lot of events planned and we could look to reduce to one per half term (include school refreshment requirements). Jo will arrange committee meeting to take a new look at a simplified calendar.  The addition of colour coding was requested to distinguish events better.  Jan / Feb’s proposed events to be changed for a **Quiz Night** 2 Feb 24, maybe with hotpot.  **Suggestions**  Ideally, we want a different person to head up each event we hold, and for them to be supported by the other members so that current ‘lead members’ don’t burn out.  Before future refreshment events, email Yvonne Kitchen to ask for use of the kitchen, or for the urns to be filled with hot water in advance for us please.  Stock check to be done before next events. | **Joanne Fitton / Miranda Hyman** |
| 6. | **AOB**  Su Hauff gives her apologies for next meeting. | **All** |
| **Date & Time of Next Meeting**  The next meeting is scheduled for **Thursday 7th December 2023 at 7.00pm, ACC**. All welcome.  Meeting closed at 8:39pm. | | |
| **Ways to Support us:**  **School Lottery** [www.yourschoollottery.co.uk](about:blank) (search ‘Lytham St Annes High School PTFA’)  **PTA Events** (ticket sales and news) [https://www.pta-events.co.uk/lythamhighschool](about:blank)  Social media: [https://linktr.ee/lsaptf](about:blank)  Linktree: [https://linktr.ee/lsaptfa](about:blank)  Facebook: [https://www.facebook.com/groups/207498692935656/?mibextid=uJjRxr](about:blank)    Instagram: [https://www.instagram.com/lsaptfa/](about:blank)  Twitter / X: [https://twitter.com/LSAPTFA](about:blank)  Email: [lsaptfa@gmail.com](about:blank) | | |