



**Lytham St. Annes High School**  
**Parents, Teachers and Friends Association**  
**Meeting 20<sup>th</sup> May, 7pm Virtual Meet (Teams)**

**Members Present**

Lindsey Walsh      Amber Mawene  
 Joanne Millar      Charlotte Craig  
 Corinne Mason      Su Hauff

**Apologies**

Justine Allen, Ray Baker, Natalie Heywood, Sally Windsor, Lisa Smith, Heather Clavering

**1. Minutes of the previous meeting**

Approved as an accurate record.

		<b>ACTION BY</b>
1.	<p><b><u>Finance update</u></b></p> <p>Su Hauff gave a finance update:            Bank balance is currently £7,360.98            Susan has now replaced Lisa as Treasurer and handover has taken place. New forms have been arranged from the bank regarding new signatories for the account. It has been agreed that we shall have three signatories (for ease and safety).            They will be:            Susan Hauff (Treasurer)            Lindsey Walsh (Chair)            Charlotte Craig (PTFA Refreshments Co-ordinator)  <b>An update on the account progress will be given at the next meeting</b>  <b>Joanne to send Charlotte's details to Su.</b></p>	<b>Su/Joanne</b>
2.	<p><b><u>Standing Down of Committee members</u></b></p> <p>There are a couple of committee members wishing to stand down from their positions this academic school year, within the PTFA, due to no longer having children at the school. Thank you to those who have volunteered, so far. We still have a couple of voluntary jobs still available, which are:</p> <p style="text-align: center;"><b><u>Administrator - PTFA (School) Lottery</u></b></p> <p>The lottery is provided by 'Your School Lottery' who do almost all of the work to keep the lottery running. The</p>	<b>Volunteers/new committee members</b>

	<p>only input required by the lottery administrator is as follows:</p> <ul style="list-style-type: none"> <li>• Renew the PTFA's small lottery licence every year in November. This merely requires submission of a form and cheque to Fylde Council.</li> <li>• Submit the lottery return forms to Fylde Council every 2 months. The returns are provided by email by Your School Lottery and require 2 signatures from members of the PTFA committee before submission <b><i>(we think that this can be submitted online - Corinne to check).</i></b></li> <li>• The lottery currently brings in an average of £1500 income a year to the PTFA for very little effort. This has been a vital source of income for the PTFA particularly during the Covid pandemic when events have not been possible. Very little advertising of the lottery has taken place during the pandemic as it was not felt appropriate. There is therefore much opportunity to increase tickets sales and income now we are, hopefully, on the road to normality.</li> </ul> <p><b>Admin job - no more than 30 mins max required every two months.</b></p> <p><b><u>PTFA Secretary</u></b></p> <p>Duties involve:</p> <ul style="list-style-type: none"> <li>• Preparing the meeting agenda (monthly)</li> <li>• Making sure the minutes are correct and issued out (by email) to PTFA members</li> <li>• Monitoring and responding to the PTFA mailbox</li> <li>• Liaising with School Reception, the PTFA team and school staff, as and when required</li> <li>• Being present at the PTFA meetings (where possible)</li> <li>• Booking the Library for PTFA meeting or sending a Teams invite (virtual)</li> </ul> <p><b>Secretary job - no more than 1 hour max per month (plus PTFA meeting)</b></p> <p><b>If anyone is interested in either of these roles - please send an email to <a href="mailto:LSAPTFA@gmail.com">LSAPTFA@gmail.com</a> and I can send you more details about the role and/or put you in touch with the current committee member for a chat.</b></p>	<p><b>Volunteers/new committee members</b></p>
<p>4.</p>	<p><b><u>Administrator - 'PTA Events Web Platform - Stripe'</u></b></p> <p>Thank you to Susan Hauff (PTFA Treasurer) for agreeing to be the named contact for the Stripe Account. for the <b>'PTA Events Web Platform' (Stripe online payment system).</b></p>	<p><b>Corinne/Su</b></p>

5.	<p><b><u>Head teachers Forum</u></b></p> <p><b>Ray will keep us informed and up to date regarding where the school would like our support - this will be carried forward to the next meeting, due to Mr Baker not being able to attend tonight - he sent his apologies.</b> Mr Baker previously shared, with the PTFA, the news about the new school building planned for October 2022. Plans should be available soon and Ray will share those with us. PTFA to help towards funding for extras - it will be an 18-24 month project.</p>	Ray Baker
6.	<p><b><u>Refreshments - organise for school events</u></b></p> <p><b>Charlotte Craig has volunteered to take 'Refreshments - for school events' over from Sally.</b> <b>Sally is arranging a new Bookers Card and will hand over the Refreshments Cupboard keys etc to Charlotte - we are currently looking for a better option/placement of the existing cupboard, which is in the main school hall.</b></p>	Charlotte/Sally
7.	<p><b><u>Underwear &amp; Hygiene Products - Lytham Belle's WI</u></b></p> <p>Justine Allen has given us an update on the underwear and hygiene products being donated to school by Lytham Belle's - she is currently busy collecting from the various drop off points and then will bring them all into school. Our thanks go out to Lytham Belle's for their generosity and kindness - it's very much appreciated.</p>	Justine
	<p><b><u>Any Other Business</u></b> <b><u>Fundraising events/ideas raised:</u></b></p> <ul style="list-style-type: none"> <li>● Tropic Event Evening at Lindsey's house one Friday/Saturday night - date tba</li> <li>● Auctioneer - antiques (school hall) charge entrance fee. A TV auctioneer from Garstang to come and auction antiques and value ones people bring along to the event - date tba</li> </ul>	Lindsey Sally

**Date & Time of Next Meeting**

The next meeting is scheduled for **Thursday** 8th July 2021 at 7pm, Teams invite. All are welcome.

Meeting closed at 7:45pm.

**Minutes taken by Joanne Millar**