

# MINUTES OF SMSA MEETING

23<sup>RD</sup> MAY 2013 7.30 PM IN THE STAFF ROOM

**NB. POINTS REQUIRING VOLUNTEERS OR REP MOBILIZATION ARE HIGHLIGHTED IN YELLOW**

**Approved expenditure in red.**

## 1. Introduction/apologies and welcome from the Chair.

Present – Lynne Riley, Ruth McBurney, Rachel Maynard, Sally Holyland, Kate Waine, Jenny Taylor, Lorna Ross, Geraldine Gallagher, Tony Lanfranchi, Jessica Worthington, Georgia Baker, Esma Kadie, Anna Liepe, Chiara Mayer-Rieckh, Matthew Kerr, Clare Leach, Sharon Smith, Victoria Rankmore, Ilala Valle and Chris Dale

Apologies from Karel McNamee, Julia Weiner, Karen Revel-Chion, Claudia Wordsworth, Alicia Pivaro, Lucy Tudor, Adam Zombory-Moldovan, Bill Nathan and Laurence Penn.

Chris Dale the school's finance officer attended the first part of the meeting so that we could ask him any questions.

- When making a purchase for the school it is best whenever possible to order it through the school so that the school can claim back any VAT. To do this you need to complete a Purchase Order form, which can be found in a red file in the office. The purchase order must then be approved either by the head or deputy headmistress.
- Chris does not bank the cake sale money. The Class reps do this. They can get a paying in slip either from Karel or the office. If the money is in the SMSA bank account orders can go through the school.

It has been agreed that at the end of the minutes approved expenditure will be listed.

## **Lorna Ross - update about the gardens.**

Play England have been commissioned to implement a program known as OPAL (Outdoor Play and Learning). This is a tried and tested program based on 6 years of trials in over 60 schools.

(see attachment – Preface – Michael Follett – Play Advisor)

Briefly:

- OPAL is about changing play culture in a school.
- It will be personalised to meet our needs at St Michael's
- It provides us with 6 development days with targets to work towards.
- It will save us money in the long term- grounds planning based on how children play to ensure value for money and coherent use of space.

- Audit/observation half day planned for June 19<sup>th</sup>
- Development day 1 on 8<sup>th</sup> July.
- INSET for all staff including lunchtime supervisors – 25<sup>th</sup> October.
- Policy created based on the shared understanding of all staff and parents.
- Final audit at end of program – school awarded Silver, Gold or Platinum and the next development phase is planned.
- All this at a cost of £3,500 plus around £900 travel expenses, total of £4,500, which the SMSA agreed to fund at their meeting on 24<sup>th</sup> April.

Agreed costs of £3,500 plus £900 travel expenses max. £4,500.

We will have a better idea of the overall costings of the project after the audit on 19<sup>th</sup> June 2013. A working party will feed back.

## 2. Matters arising from last minutes

Lynne Riley

Net Ball Club – we need someone to run it. Could Reps put out another call for help?

Some of the teachers may be happy to do it but will need payment. Could charge? Consensus is that people would be willing to pay. 20 or so girls from year 5 and 6 go. Doesn't have to be limited to girls. Could be open to boys as well.

Firstly will see if anyone internal would like to do it. Failing that will consider paying an outside provider.

## 3. Recruitment for new posts/forthcoming AGM

The next AGM is on **Thursday June 20<sup>th</sup>** at **7:30pm** (junior hall) when the election for committee posts (2013-14) takes place (with voting if required). There will be a short SMSA meeting following the AGM. You are invited to nominate yourself or another parent for any of the SMSA committee positions: Chair, Vice-Chair, Treasurer, Secretary, Sponsorship. (All positions are available on a 'job-share' basis e.g. two co-secretaries.). Nomination forms will be circulated separately.

If you would like to know more about the workings of the SMSA, what the roles would entail or to discuss sharing a role, please feel free to contact any of the current committee members.

## 4. Treasurers Finance Update

Karel McNamee

Karel has sent the following update:

### Cake Sale Funds

Details of cake sale balances and cake sale transactions have been sent out to all reps (23<sup>rd</sup> May). If anyone has any queries or anything is not clear please contact Karel who will be happy to help.

It appears that not all cake sales have been paid into Barclays Bank. Please can reps make sure that any cake sale funds they are holding is deposited at Barclays Bank by the end of the summer term so that it pays for any expenditures incurred and so that any remaining balance is available for reps/class next year. Paying in slips can be picked up from the SMSA pigeon hole or Karel tries to leave Barclay's paying in slips with reps at the time of the cake sales or just ask Karel for a paying in slip.

### **SMSA Available Funds**

Available funds are in the region of £37,000.

Lynne explaining

- that two PCs for reception have been ordered. They were £500 each. Approved.

The PCs from Google are being used by SENCOs.

- Gym mats. New mats have been purchased, for use only indoors. Old ones to be used outdoors. £1,240. Approved.

### **5. Governors' updates**

No Governors attending.

### **6. Wish Lists and discussion**

**Tony Lanfranchi**

- Wicker arch for the book area in Ms Sapsed (reception) class. It is to encourage children to read. The need to improve our reading areas has been highlighted. Cost is £189. Approved.
- Geraldine explaining that another teacher would like supplies for the art room, including a laptop, aprons, tray hooks. Basic things that need to go in there to update supplies. Lynne saying that the idea was that we would help and support the art room. £2,000. Approved.

There still seems to be some confusion as to what can be purchased through the wish list. Geraldine is surprised that there is not more on wish list. She has observed that a lot of classroom equipment needs updating. Some of the items could be included in the wish list.

### **7. Sponsorship**

**Kate Waine/Jessica Worthington**

Boards will go up on 7<sup>th</sup> or the 10<sup>th</sup> June. One for the Fun Run and another for the Summer Fair.

Reps please keep asking people whether they will agree to have an estate agent's sponsorship board outside their house!

## 8. Library update

**Julia Weiner**

- Visits appear to be going smoothly and all classes from Year 2 are now visiting every two weeks.
- Students are still coming on Fridays but visitors are mainly from the infant classes. It would be nice to see some Juniors this Friday to get holiday reading. Please ask reps to circulate once more.
- A list has been circulated of all the books that the Year 6s have out - some of them appear to have had the books out since Year 3. It would be appreciated if these could be returned asap after half term. If children have lost the books, it would be very much appreciated if parents could either replace the book or donate money to the library for the replacement of the book.
- Usually we ask the Year 6s who are leaving if they would like to donate a book to the library. The book is inscribed with that child's name. In previous years we have allowed the students to choose which books to donate but as last year we got a few books that we already had, this year we would like to do something different and provide a list of books (60 books - agreed) which children could offer to buy. We had about 25 donations from about 10 students last year. Muswell Hill Children's bookshop will probably work with us and give anyone buying the books from them the usual 10% discount but will need to discuss it with them. Julia will keep the central list and parents should email her before buying the book. Children from other years leaving might like to donate a book too.
- Julia would like to do a stock take in those last three days of term when she is off work. She would need all students to return their books so will be making lists and emailing class library reps towards the end of term. We could then see what we have lost and buy accordingly over the summer.
- Finally, Julia's son Adam is in Year 5 so she is only around for one more year. Volunteers to take over the running of the library desperately needed. Job not that onerous and fun if you love books and like seeing the excitement of kids who find the books they want to read. It means co-ordinating the rota (a bit hard at start of the year but after that easier), running the Friday session and buying books and chasing up Year 6s at the end of the year. Patricia Cabredo will continue to visit twice a week to keep all books in order but does not have the time to do the full job. It would be good to have someone in place by the end of term so that they can shadow Julia for the final year. Infant parents welcome. Julia started doing library duties when her daughter Alexia was Year 1 and not using the library at all.

**9. Garden update** **Alicia Pivaro/Lucy Tudor**

**See Lorna's update at the beginning of the meeting.**

**10. SMSA website and shopping** **Laurence Penn**

The website has been updated with photographs of the football funday. Football Funday results are on the website along with Fun Run entry forms and schedule. Jackson's Lane Postcard Festival on website.

**11. Review of recent events**

**Quiz Night** – went well. Made about £1,200.

**Football Funday (note from Laurence) :**

- Good weather (took a lot of arranging) & good turn-out!
- Just enough volunteers with the Marquee on Saturday morning – thanks to those who came.
- Not enough referees this year – need at least 4 in advance in future.
- Matches – 19 matches in 2 ½ hours is unrealistic. The 15 mins. per game was not sufficient, particularly for the younger classes as - they have lots of players; the managers tend to be less experienced; it takes a while to get them on and off the pitch and get the numbers right (and have their photos taken at the end!). 15 mins might just be sufficient with 4 well-briefed referees so that 2 can be getting the next teams ready to go straight on.
- Ideally there should be a meeting of all 'managers' 15 minutes before the first match. Many of them did not understand their role which was primarily to get the right number of players on the pitch on time, in the right colour bibs or t-shirts, and use the rolling subs to insure that everybody had a game and had fun. NOT to concentrate on tactics and winning!
- Avoid scheduling on the last day of the Premiership (dad's wanting to get to the pub by 4pm ...)
- Reception class match/es should probably be at the start of the event and allow plenty of time.
- Confusion over studs – metal studs were banned but molded studs allowed. Some complaints about kids wearing studs and minor injuries from being trodden on or kicked. Suggest that a clear "NO STUDS OF ANY KIND" policy is used. This would not exclude 'pimple' astro-turf trainers.
- Stalls – Thanks to everyone who helped. We ended up with just enough volunteers but it was a struggle with some classes having to be pushed very hard in the days before the event.

- BBQ – Ideally we need a new bbq team but at the very least a bbq supervisor to check on coals, meat, supplies, rota etc. David did a great job this year. Veggie burgers were generally well received but only 20 sold compared to over 220 meat burgers. Salmon burgers x 12 sold out – popular?
- There will be a meeting with Rob R.C. to discuss the lessons learned from this year's event

Made about £1,000.

## 12. Forthcoming events/important dates

Catering on Sports day – 2<sup>nd</sup> July – approved.

### Fun Run – 23<sup>rd</sup> June

- The kids can wear tee shirts on the three Fridays before the fun run.
- 5k run can be run as a relay.
- **Marshalls needed** - involves an hour of standing on the course, in shifts. Great if people could help out!
- There will be a Barbecue, cakes and coffee.
- The emphasis is on FUN this year!

### School Disco – 10<sup>th</sup> June

### SMSA AGM Junior Hall – 20<sup>th</sup> June

### Summer Fair – 6<sup>th</sup> July

- Midday tomorrow Ruth will send out an e-mail for stall allocation. Most money is made on the catering and bouncy castle. The other stalls are to have fun. Year 6 do the catering. All the other stalls we would welcome suggestions. There are a couple of stalls that have to be done. For example the Hampers and Pimms stall.

### Camp out - 20<sup>th</sup> July

## 13. AOB

Scrabble day on 31<sup>st</sup> May. For anybody 6 to 16.

**EARN FREE MONEY FOR THE SCHOOL BY USING THE SMSA WEBSITE ([www.thesmsa.co.uk](http://www.thesmsa.co.uk)) SHOPPING LINK TO SHOP AT THE TOP BRANDS!**

**APPROVED EXPENDITURE. - 23<sup>rd</sup> May 2013**

1.	Play England	£4,500.00
2.	2 PCs	£1,000.00
3.	Gym mats	£1,240.00
4.	Wicker arch	£ 189.00
5.	Supplies for Art Room	£2,000.00