

SMSA MEETING (Nov 2012)

Thursday Nov 15th, 7:30pm in the staff room

Reps action points

1. Introductions/apologies & welcome from the Chair.

Present: Karen Revel-Chion, Jeremy Wells, Tanja O'Regan, Karel McNamee, Lynne Riley, Sally Holyland, Natalie Sodeau, Victorian Rankmore, Fraser Ramzan, Laurence Penn, Sharon Smith, Anna Liepe, Amy Brown, Kate Waine, Tony Lanfranchi, Helen Barrison, Claire Heseltine, Rachel Maynard, Claudia Wordsworth,

Apologies: Lorna Ross, Bill Nathan, Claire Leach, Tessa Cows.

2. Matters arising from last minutes Lynne Riley

Calendars – Five offers of help and Ruth's husband available to take photos. **Ruth to liaise with Lorna to find a day.** Query re what help involves, basically chaperoning children from classes to where the photos are being taken. Date will be circulated to reps in due course and reps tasked with **recruiting willing helpers.**

Laptops (in relation to senco request for laptops) – Amy who works at Google thinks she is able to obtain 10 laptops for the school. Fantastic, thank you ! **Lynne to liaise with Lorna about numbers ideally needed.**

Laurence feedback on the pop up gazebo purchased which will be available for use at cake sales. **Lynne to ask Troy/Maurice if this can be stored accessibly in their storage room.**

Lynne spoke to Lorna re. portion size at lunch. **Action:** Lorna to invite Rob the chef to school council to discuss lunches more fully.

3. Treasurers Finance Update Karel McNamee

Lots of xmas cards sold, raised £3k pre costs of £1k.

Bonfire night (Nov 9) raised approx: £4244 profit.

Available funds: £28,748 (£55 702 in bank but expenses and commitments to the school not yet paid for.)

Because of level of deposit, we need an independent auditor. Menzies currently used but expensive £1800. Karel has researched alternatives and has found a £900 plus vat alternative locally in Archway. Certified and registered company. Karel proposes changing to this cheaper option, smsa supported this.

4. Governors' updates

Karen R-C; J Wells

Borders planting and fence now done, gate to arrive soon. The lane will also be secured in due course (ongoing discussions with neighbours at 55 North Road) – towards the end of the year. Will make access to the school much more controllable for events such as bonfire.

Question (Rachel) re the wisteria that was planted because the seed pods are poisonous. Jeremy said that aspect had been very much in the initial considerations (planting plan). **Jeremy to check and it would naturally be removed if risks!**

Karen, apologised for being absent at previous two meetings. Emphasised that an OFSTED inspection may well be looming. We were 'outstanding' last time, but the goalposts and criteria have recently changed and far fewer schools will be ranked 'outstanding.' **Parents need to be aware of this so that there are realistic expectations.**

Tony spoke about the requirements for inspectors to observe a certain high number of 'outstanding lessons' whereas previously it was more about management behind the scenes and school policies and plans. Now inspection much more focused on the teachers in action in the classroom with concrete evidence of children progressing. School has now improved the safety and security of the site which will thankfully ensure that Ofsted will be satisfied on that count whereas they wouldn't have been prior to the work being done. Karen mentioned that the progress of children data and test results data is being compiled.

Amy said she felt the email referring to the OFSTED ranking and dampening expectations could have been read like we weren't aiming for outstanding. Karen apologised, that was not the intention.

Karen clarified the fact that the smsa fundraising cannot be used to pay for further staff e.g. TAs. School has a good training budget for teachers, but requires supply cover.

Laurence raised the point that someone had said no minutes of the Governors' meetings have been put on the school website since November 2011. **Karen apologises and will chase especially re September minutes 2012 being put up.**

Nov 24th is the next Governors Surgery. Please email to book an appointment. It is held in one of the classrooms. We think Miss Guler's.

Discussion re lack of up to date info/calendar detail on the school website. Tanja o Regan (web-developer) has offered to help.

Point made that Lorna has made much better use of the website news page and that the newsletter communication is much appreciated by the parent body.

5. Wish Lists and discussion

Tony Lanfranchi

At Oct meeting, AOB raised whether smsa would buy a decent coffee machine. Lynne has researched and found a filter coffee percolator machine which makes 100 cups (£123). Information circulated to the machine. Also, a frother that can deal with a significant volume of milk (£45). Positive reception given to this.

6. Sponsorship

Kate Waine/Jessica Worthington

Kate updated on TMD relationship. Anscombe to sponsor the panto. Kate feedback that rather than generating sales, the link with the school felt it was generally of PR benefit. Kate to meet with them to discuss their latest thinking and future relationship.

20 boards for every sponsorship. We still need people willing to have boards up to offer their houses! It emerged that some people have offered but nobody has pursued it. Those keen were asked to add names to a list circulated at the meeting.

Kate asked for anyone with specific ideas or relationships with Highgate businesses (or other estate agents) to contact her if they think there is any sponsorship potential.

Kate said the new initiative to sell tickets to west end shows to benefit the school will continue with **SHREK** being offered shortly. Thursday Dec 6th. Top price tickets for 1/3 of the price, with £5 per ticket going to the school. Discussion how to make the offer more visible **and Lynne to see if office will help with selling of the tickets.**

7. Library update

Julia Weiner

Library Report read out:

The library rota appears to be running well.

A new box of books has turned up in the library - many thanks to whoever donated it.

I (Julia) have now been through all classrooms and found quite a number of library books though only a handful were actually out on children's tickets. That does mean that all other missing books are lost at home and so kids should be encouraged to replace them if they really cannot find them. (I know from bitter experience that the public libraries do make you pay for missing books.)

Tony felt system not that clear to teachers and the set slot doesn't always work when the timetable changes on a half-termly basis. Concerned too that some Y3 child had taken out an inappropriate book and how to control that.

Laurence thought maybe there should be a non-class restricted time per week when kids can exchange books.

Point made that parents need to be informed what books their child has not returned which limits ability to take out a further

book. A slip of paper even? But hard to return a book if child doesn't recall which book they haven't returned.

Lynne questioned if there is a teacher 'responsible' for the library at all – will ask Lorna.

Can Julia think about a system for telling parents which books are missing. Lynne to speak to Lorna re an after-school library option.

8. Garden update

Alicia Pivaro/T Lanfranchi

Lots of bulbs to plant thanks to the bring a bulb day on Monday Nov 12.

BIG DIG this Saturday (17th)

BIG Plant this Wednesday (21st) during the day – info will be circulated. Kids are very enthusiastic about this!

Gardening club very popular and so many kids keen and hard to say no to them, but concerns re safety when tools are used. (TONY L.) Great to have Lucy Tudor on board, but **Tony hopeful that it is possible to get sufficient support to move towards two club days again (Wed and Fri) in the near future.** Currently Friday lunchtime 1230-130). Photos of gardening club to go up on website soon.

SMSA/Governors and head will shortly be doing a walk-round the grounds to consider future plans for improvement.

9. SMSA Website & shopping

Laurence Penn

Please do use the smsa website for info on future events. Also, with xmas, make use of the shopping links which raises money for us. **Thanks to reps for including the shopping info on their emails to classes.** Banners will be put up shortly advertising the site. The shopping links have raised £1000 since March. Discussion re how to further publicise using the shopping links.

10. Review of recent events:

* Fireworks Night (Nov 9) Laurence Penn

Huge thanks to Laurence for a great successful evening. Thanks to Steve who organised display. BBQ did chili – was this a good idea? Did people know? Was bonfire too close to the crowd? It was built slightly not where the plan had been.

Laurence felt the music needs a new location away from the stalls. Some music in the car park also helped the atmos. Stagecoach negotiations re hall use need to be smoothed in future. Tony Lanfranchi said Lorna had been concerned re the number of unsupervised kids fighting with glow sticks which spilt over into the next day at school. Laurence confirmed that the tickets and all publicity had highlighted the need for kids to be supervised. Also, rugby tackling occurred on the slope which could lead to younger kids being knocked over. Wardens were tactically placed to ensure safety and Troy kept watch on the pond area. Point raised that it may have been the young teens who were wont to do their own thing. More lights needed at the back. Jeremy thinks Stagecoach should be pre-warned of the fireworks Friday next year to avoid stagecoach participants circulating around. Adult tickets went up 50p this year. In future, as tickets sold out on Monday, some thought re how to make access to tickets fairer. Mistake to hold tickets for collection on the night, should have deadline of Fri am for this.

11. Forthcoming events/important dates:

Battle of the Bands (Nov 24th) Kath McGeary

All sorted! Tickets sold, but contact Kath for any returns etc.

Kathryn McGeary <kathryn.mcgeary@btopenworld.com>

Xmas Fair (Dec 2nd) Ruth McB

All in hand, stalls assigned, currently sorting Santas and grotto is c/o Y4. **Hampers action will be imminent – class responsible for the hampers will email other reps.** New Xmas fair email with updates to be circulated soon by Ruth. Reindeer we hope will be back.

More outside stalls this year. Queue for grotto will be inside this year.

Panto 2013:

Thursday 7th February, Friday 8th February, Saturday 9th February

Casting for Panto speaking parts: **Tuesday 27 November
Wednesday 28 November. Both 8pm, Junior Hall.**

NB: speaking parts only, dancers and chorus can hang back for now! See smsa website for details. Les Dennis has kindly offered to take on a cameo role – thank you !

12. AOB

Jenny Taylor, who is involved in the Fair on the Square's organisation would like it known that they need new blood to help run the event. If anybody would like to know more, please contact Jenny: jim.taylor4@virgin.net

430-630 this Saturday – Nov 17th – turning on of Highgate Xmas lights (santa, reindeer, atmos!) Keen to make this new initiative a big success so that it can become a regular feature of the xmas run up.

Please note: The next SMSA meeting will be on Wednesday December 12th.

Earn *free* money for the school by using the SMSA website (www.thesmsa.co.uk) shopping link to shop at the top brands.

