

## **SMSA minutes - Thursday March 21<sup>st</sup>, 2013.**

*NB: Parent volunteers sought or date relevant information - highlighted*

### 1) **Welcome from the chair** - Lynne Riley

**Present:** Carmen Clemente, Ruth McBurney, Lynne Riley, Bill Nathan, Caroline Bystrom, Claudia Wordsworth, Lorna Ross, Anna Liepe, Claire Heseltine, Sally Holyland, Katie Litton, Natalie Sodeau, Alison Evans, Karel McNamee, Jeremy Wells, Laurence Penn.

**Apologies:** Jessica Worthington, Karen Revel-Chion, Tony Lanfranchi, Kate Waine, Julia Weiner, Alicia Pivaro, Lucy Tudor.

### 2) **Matters arising from last minutes:**

(Lorna Ross): IT phase with wi-fi installation is underway and happening imminently, getting quotes for tablets (next phase), having a teacher PC and pupil PC in each classroom in line with Camden goals.

A parent in reception has donated an i-pad to the class – thank you to Frank and Rachel Salmon.

**School lunches:** Some previous concern expressed. Lorna talked to caterers about portion size for older kids especially. Temporary cook still in position and feedback good and almost all kids seem happy about portion size. More counter staff have been appointed. Recruitment of a permanent chef still on-going.

**Breakfast/afternoon clubs:** Lorna hears that numbers are increasing and mi-sport have received several enquiries about next term. One parent questioned the amount/type of food at after-school club. Lorna said that a new cooker has arrived in the science room which may lead to a greater variety/more substantial offerings. Lorna to follow up.

### 3) **Finance update:** Karel McNamee

Available funds £39,500.

Lynne raised the procedures for the **SMSA** buying stuff via the office so as not to pay vat. However, in the future, we can't have retrospective purchase orders, they must be raised prior to any purchases for events etc. This is all to do with purchase order codes and showing that the children are the beneficiaries of the purchases. Linked to the auditing of the school that occurred quite recently.

One query raised to Ruth regarding the cost of an auditor for the **SMSA** and why a parent couldn't do it for free. Bill Nathan, governor, explained that the legal requirements are that the auditor is an independent professional.

### 4) **Governors UPDATE: (Jeremy Wells)**

**Site security:** gate operational. Lane aspect scheduled for this calendar year (planning permission submission will happen soon). Lorna noted some parents now using the lane due to the gate being in the playground – please do not use the lane as the cars pose a risk! The lane should be Highgate pupils only between 8am and

4pm during term time. Highgate security will tighten up on restricting that access only for Highgate School teachers and pupils.

Gardens: Plans being developed for the foundation stage playground. Two companies are drawing up plans. Adam Zombory-Moldovan is coordinating this. An integrated design is being anticipated for various parts of the school e.g. KS2 playground, foundation and KS1. Lynne explained that purchasing of equipment for nursery/reception will happen **before** plans finalised and progressed.

Some nursery parents expressed serious concern about the lack of provision for play equipment currently in the nursery playground. Lorna sympathetic to this. Jeremy said the area was currently the top priority of the school's development plan. Claire Heseltine wanted assurances to ensure there was a clear timetable in which results would be seen.

Lorna referred to Lucy Tudor and Alicia Pivaro's plans for the area. (planting, changing of areas, removing obsolete equipment, painting on the ground, craft area, tent, outdoor blackboards, wigwams etc (previously presented to the governors sub-committee, some actioned, others still under discussion but another meeting occurs on **March 25<sup>th</sup>**). Jeremy to feedback to committee. Karel summed up that there are different time concerns e.g. need for something to happen NOW for summer term and then stuff to happen in a more thorough way/longer-term thereafter.

Stuff requested last month has now been ordered: c/o Fran Sorapure. Planting on April 20<sup>th</sup> will include the nursery area. Bill Nathan said that the committees next week will ascertain what parents can expect for the foundation stage for the summer term.

Lucy & Alicia have submitted a list of immediate needs as a 'wish list' item: to include: Large gazebo, paint, water trough, waterproof cushions, obelisk willow, literacy signage: **£1740.99. This spend was approved at this meeting.**

Lorna will confirm to the **SMSA** what the school has purchased for the foundation stage. Action to be taken to ensure a visual aid/information will be put up in the top playground so parents understand the plan, the governors will feedback on the longer-term, fuller plans for the area. Jeremy underlined that there should be a seamless outside/inside classroom which helps to realise the foundation stage curriculum at all times.

One parent had expressed concern to the committee about shade in the nursery playground, but it was felt that the gazebo purchase (see above) would offer suitable shade.

Tractor for Troy: Governors have purchased this for Troy who is delighted!

Governors' Surgery: **Saturday April 27<sup>th</sup>** 10-12 provisionally. Usually in Miss Clifford's y1 class by the pond but TBC. Groupcall to follow. **Appointments via email to the governors or contact form on the school website in the Governors section – please give synopsis of issue you want to raise.**

Governors survey issued on **March 21<sup>st</sup>**. Stick link into your web browser if link doesn't work. Part of school's obligation to regularly gauge parental feelings and action points.

5) Wish list: Mr Lanfranchi sent apologies but not able to be present to bring any teacher requests to our attention this month.

6) Sponsorship: Apologies received from Jessica and Kate. Nothing specific raised this month.

7) Library update: – Julia Weiner, parent who runs the library, issued an email to reps regarding access even for year 1s on a Friday. But, you need to ask Julia to issue a library card if you would like your year 1 child to be able to borrow books.

If anybody would be interested in taking on library coordinating duties in the future, please contact Julia Weiner [ajw65@aol.com](mailto:ajw65@aol.com) a Y5 parent.

Likewise, any keen netballing parent(s) who might be interested in helping run the Tuesday after-school club (for y5s and y6s) please contact Lorraine Wells who is a y6 parent, so new blood needed for next academic year on a permanent weekly basis, not ad hoc. [lorraineewells@gmail.com](mailto:lorraineewells@gmail.com)

8) Gardens update: Lorna - A couple of companies are quoting for the development of various parts of the outside space. Should hear more after Easter on quotes and designs. Aim to open up the green room and have a path from there to the ks2 playground. Green room to offer quieter or creative activities. *(item actually discussed earlier in the meeting to enable Lorna to leave).*

9) SMSA website: Laurence Penn

Laurence updated on liaison with Ian Henghes to help develop one ‘home’ for up to date contact lists for SMSA communication.

Carmen spoke about a problem with broken links when trying to use the shopping outlets.

Income is steady – approx. £1000 a year from parents using the shopping page and clicking through to the retail outlets. Always best to go via the SMSA site even though some browsers will recognise you as a past customer with the St Michael’s link.

\*\* Special item, not on the agenda!:

On behalf of the whole SMSA, Lynne gave huge thanks to Lorna Ross and expressed our appreciation to her for being such a fantastic acting head, presenting her with a bouquet of flowers.

10) Review of past events:

No smsa specific event since the panto. Panto DVDs available. Apparently for sale in the office.

Flash dance for Comic Relief – this was filmed but there was a camera glitch. Please contact Simon Laurie [simonlaurie1@virginmedia.com](mailto:simonlaurie1@virginmedia.com) if you have footage.

11) Forthcoming events:

Spring concert – March 26<sup>th</sup> (mostly y5 and y6) – 7pm.

May 2 - quiz

May 12 - football fun day

June 23 - fun run

July 6 - Summer fair (please note this is a Saturday and there was some discussion as to why this is versus Sunday, the day of the week that the Christmas fair is traditionally held). Some discussion regarding stall allocation. Ruth assured people that reps will know in advance when things start to progress with the planning of stalls.

**Next SMSA meetings:**

April 24<sup>th</sup> - May 23<sup>rd</sup> - June 20<sup>th</sup> AGM – in junior hall

**12) AOB:**

The smsa Committee elections which take place at the AGM in June – new co-treasurer will be needed as Tessa Shepherd is a Y6 parent. Other current committee members are also Y6 parents or planning to hand on the baton for other reasons. Information on standing for the posts and voting for posts at the June AGM will be circulated in good time, following the May 23<sup>rd</sup> SMSA meeting. Often posts are held on a share basis to ease any load.

**Shop and benefit St Michael's – go to the school website, click onto smsa/shopping! Easy!**