

SMSA MEETING – MINUTES

Thursday Sept 13th, 7:30pm, staff room

Present: Annabel Rooney, Vesna Aksentijevic, Esha Kadic, Mary Savage-May, Georgia Baker, Claudine de Moutule, Susie Collier, Alison Evans, Natalie Sodeau, Delphine Vial, Laurence Penn, Jessica Worthington, Sally Holyland, Ruth McBurney, Lynne Riley, Sharon Smith, Victoria Rankmore, Alison Lawrence, Maria Trinder, Lorna Ross, Kathryn McGeary, Alicia Pivaro, Caroline Bystrom, Mr Lanfranchi.

Apologies: Jenny Taylor, Claudia Wordsworth, Karen Revel-Chion, Tessa Cowls, Kate Waine, Julia Weiner, Jeremy Wells, Bill Nathan.

Help required or reps action – see **yellow highlighter**

1. Matters arising from last minutes (AGM)- Lynne Riley

Lost Property (AOB from AGM)– feeling expressed that lost property is not accessible for parents. Mrs. Ross is thinking about how to improve the system. The school does try to send year 6 children round with named items every few weeks. However, over 50% of items left do not have names. Mrs Ross encouraged people to just write names in clothing, you don't need name tapes, just write on the label.

2. Treasurers Finance Update

Karel McNamee

Summer Fair - raised about £6,500 of which profit is about £4,500. A very good result.

- £41,000 is in the SMSA bank account.
- £7,000 is pledged for the school maths project. Mrs Ross thanked the SMSA. Each trolley has 18 trays – containing important equipment e.g. mirrors, clocks, money. Classes no longer have to share. The trolleys are hard-wearing and durable. Concern had been raised previously that they were a big financial commitment but Mrs. Ross confirmed they are extremely worthwhile. It does cost a lot to fill the trays. Big Thank you!

- £10,000 has been committed to the School's IT system.

- Total funds available = £17,000. Good position in which to start the new school year.

Cake Sale Process:

Karel has prepared a Guide to Cake Sale Money, which can be found on the SMSA website. If the guidance is not clear, ask Karel.

Mr Lanfranchi says that the teachers all know that the cake money is for smaller items for the class room such as Pritt Sticks, pens.

Karel has also updated the Cake Sale figures. These figures may not be accurate. There may be other amounts that will come through the school. It is suggested that each class should start with a zero balance and Karel will give each class revised figures in the next couple of weeks.

Lynne confirmed if your cake sale is at the end of term, the SMSA will be happy to loan you an amount to buy things for the class early in the term. Each class should have a cake sale once a term. Up to you what you spend the money on in discussion with teachers. Bigger things come to the Wish List which is on the agenda each half term.

3. Governors' update No Governor able to attend, apologies received.

NB: update to be supplied and distributed with smsa minutes.

Mrs. Ross explained that the new railings around the nursery playground have been taken down as the edges were too rough. They are being smoothed down and should be replaced in the next few weeks.

It was pointed out that none of the Governors' Minutes have been put on the Governors section of the School Website since November 2011. Governors are to be asked whether this is an oversight.

4. Wish Lists Tony Lanfranchi

No major items currently - the Wish List will be discussed at the next meeting on 24th October.

5. Sponsorship Jessica Worthington

Lynne explained the process: In previous years, parents who organized an individual event would also try to obtain sponsorship via estate agents and other local businesses. It was decided a couple of years ago that it would be more efficient to have a specialized group of people who would go out at the beginning of the year to organize sponsorship for the year's events. It is good to go out as early as possible because many schools are chasing sponsorship in the area- hence the development of a sponsorship committee.

Jessica asking for helpers, and also asking who would be happy to have an estate agent boards put up outside their houses for our major events? Jessica is trying to get a list together of as many people as possible. It is suggested that each class put forward a list of 5 people. The boards go up for 10 days before an event and stay up for a week after. Please e-mail Jessica if you are interested in having a board up or in helping in any way. Also suggested that for the Panto it might be worth getting different firms to sponsor different aspects of show, e.g. they could have 'plugs'in the script? Request for sponsorship for the New to U sale on 6th October 2012.

6. Library update Julia Weiner

Julia is meeting with Mrs Ross- the library rota will be formalized after this meeting.

Help is needed fortnightly from parents to take children to the library to change books between 3.10 to 3.30 (but this is tbc). New recruits are needed from the new Year 3 and new Year 4.

Books from ex-year 6 pupils will soon be in the library. Children at the end of year 6 donate a book. In each book there is a label saying who donated it.

Does the library need new books? Lynne explaining that there is a rolling amount from the SMSA of £50 a month to buy books. However, we always need new books. Lynne to ask Julia what books we

need? We don't buy books at cost price. Julia has a very good relationship with Muswell Hill Children's Book Shop who gives a reduction on purchases.

8. Garden update

Alicia Pivaro/T Lanfranchi

The garden is a jungle at the moment after the summer. Tony and Alicia run a gardening club at Friday lunchtime, and there is a big dig once a month on Saturday mornings. Now they need a weeding session and harvest. They are taking produce to the Highgate Horticultural Show this Saturday. The school is usually quite successful at the show.

Alicia explaining that they can't do as much as we would like to do. They want anyone interested to help. The gardens are a resource for everyone to use. Parents can take children into the gardens with teachers' permission.

Charlotte Blann (teacher) is interested in helping. She is interested in doing a Wednesday Gardening Club.

The gardens are a mega job. One idea is perhaps to get funding for someone to oversee it.

Do we still need a rota to help in the gardens? Didn't work that well last year but there are now new faces.

If class reps can forward details of anyone who is interested. You don't have to know how to garden just how to dig and supervise children.

Alicia explained that this year she wants to develop a wild flower meadow.

Discussion ensued about the SMSA funding a large project this year, and Lynne and Mrs. Ross suggested concentrating on the gardens. This would include climbing frame equipment in the junior playground, and providing new equipment for the nursery outdoor area.

Alicia thought it would be nice to create a meadow near to the Junior playground.

General agreement that such a large project is a good idea. The gardens are such an asset to the school. We should also make sure each area is thought of, not just nursery and juniors.

Action: Lynne and Alicia to meet with Mr. Lanfranchi and Troy -can bring ideas to next month's meeting. Lynne has information on climbing frames from Troy. Aim to provide some preliminary costings.

Lynne mentioned that there is a Governors Premises Committee, however their funds have to concentrate on the upkeep and renovation of the grounds and buildings which can be very costly given the age of our listed buildings. Thus, the role of the SMSA is to help provide some of the 'extras'.

8. SMSA Website & shopping

Laurence Penn

Could reps include a message about the website and shopping in all e-mails to class to encourage parents to visit the SMSA website. Stickers have been ordered to further publicise the site.

We have been asked by Stage Coach if they can be included on the SMSA website. It will be good to say yes as we do have to ask them to move venue from time to time because of an SMSA event. It would help to maintain good relations. So, 'yes'.

Reps are asked to encourage parents to e-mail Laurence photos of school events. If there is any information that needs to go on the website tell Laurence.

Secondary school handouts are on the website, and cake sale balances.

It would be good if there was more reason for people to go to the website. We could send less attachments with e-mails- instead say it is on the website?

9. Review of recent events:

☒ Amanda's Farewell Evening (July 2012) – Drinks and classical music evening was held for Amanda's farewell party. It went really well.

☒ Secondary School Evening (6/9/12) – LR Mrs. Ross thought it was very well balanced.

The Transfer evening is to help talk parents through the process. There is someone from Haringey who explains the application process. Three parents talked about their experiences and Mrs. Parker also speaks. Finally, many ex- St Michaels pupils (at least year 8) attend, each introducing themselves and mingling with parents. All the information is on the SMSA website.

Summer Fair- was excellent. It did make less money than in previous years, but it had been decided that we needed more things for the children and they don't usually make any money. The Zorbs broke even. Things that do make money are the hampers, the bar and barbecue. There needs to be a balance between being a fundraiser and a social event for the school.

Talks about promoting these events beyond parents. Should we try and get more people from the village? Perhaps get a mention in the Ham and High. The general view was that this may change the general feeling of the events, but maybe concentrate on families who are interested in the school, maybe targeting pre-school nurseries?

☒ Camp Out (Sept 8) – RMcB Excellent turnout and lovely weather. Bear in mind it gets dark much earlier in September!

10. Forthcoming events/important dates:

- October 4th (new parents' evening) LR

The evening is predominately run by the Governors for new parents in the nursery/reception. **It would be nice if a couple of parents from each class would be happy to come and speak with new parents.** 8pm in the Junior hall and is the only event where drinks and nibbles are free!

- **October 6th New to You 1130 – 1245 (Caroline Bystrom)**

Caroline would really welcome donations and help during the day (see below). We want good quality stuff including children's clothes, shoes and accessories.

NB: Please drop donations off near to Troy's office on 29 September, Friday 5th October and on 6th October from 9 am.

Help on the day from 9 for set up. From 11 for the sale. From 12.30 for clear up. It will take place in the Junior Hall. Helpers also needed to serve refreshments. Donations of cakes and biscuits to sell on the day would be welcome.

Also if anyone wants to help in advance of the day that would be great. If you are happy to help please e-mail Caroline Bystrom - bystromkids@gmail.com

- Battle of the Bands (Nov 24th) Kath McGeary – 7.30 pm.

Is definitely happening! Parents get bands together, and teachers, and compete. We need 5 or 6 bands. Would like a Boy Band this year ...(E-mail distributed via reps during the week of Sept 17th). **Need people who are trained to use the lights.** Need someone to help with the bar again and food. Need four Rock Chicks to sell votes and a couple of people to help back stage.

Ticket price - £15.00

- Fireworks Night (Nov 9th)

Ticket price to be decided. **Need a Chief Warden to find Wardens. We have 10 – 15 people on our contact list who have done it in past. Instructions and jacket will be provided. Will e-mail wardens from other years.**

There will be a bar, mulled wine soft drinks and cakes

Talked about having entertainment afterwards. Normally stops at around 8.15pm after the fireworks. Entertainment to keep people there till 9pm ? To be discussed further as we must be mindful of the neighbours, and noise levels. Need help with Bar, gate, glowsticks, barbecue.

Alicia – will build the bonfire.

Year 2 makes the Guy in class time.

Tickets will go on sale Tuesday 6th November. Gates open at 6pm, bonfire to be lit at 6.30pm

Bill would like a new set of tongs and spatulas for the Barbecue- approved

Mini bar where the barbecue is.

Will be discussed further at the next meeting.

· Xmas Fair (Dec 2nd)

Next SMSA meetings:

October 24th (Wednesday), November 15th (Thursday).

11. Reps

All reps invited to come for a drink following the meeting at The Wrestlers.

Lynne referred to the Rep notes on the Web.

12. AOB

School Calendars - Have not been done for the last couple of years because they are hard work and don't really raise much money. View was that they were popular. Have to sell 220 to 240 to break even. Cost is £900 to print. **If there is enthusiasm to help please e-mail Ruth.**

Christmas Cards – Jess will go ahead and sort out.

Fruit for Juniors. Fruit is only provided for Infants. Junior pupils may bring their own if they want.

Thanks to all attending the meeting.

Remember!

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

SMSA Committee 2012/13

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