**LATCHMERE SCHOOL PARENTS ASSOCIATIO N MONTHLY MEETING**

**Monday January 16, 2017**

Kerry Ono; Kelly DeSantis, Karen Rodgers, Sarah McCarthy, Heidi van ES; Ruth Stainsby; Emma Hugill; Olha Karpushkyna, Vaughan Simpson; Margit Maritz; Hollie Laurence; Rebecca Haarhoff; Anupama Movva

**Attendees:**

**Christmas Trees**

* Christmas tree selling day is a single day - made a great profit this year
* Potential option to extend the number of days for selling Christmas trees to optimise on profit – this is what Fernhill do. Would require an additional day for set up, and need to identify enough volunteers to support the extended number of days
* Feedback this year was that the Christmas trees were on sale later in December which meant that people who would ordinarily have bought Christmas trees from school bought them elsewhere, i.e. missed sales for the school

***Decisions required for next year:***

* Extending sales over multiple weekends
* Aligning Christmas tree sales days with Christmas fair day (plus potential other days)

**Christmas Show at the Rose**

* Hugely successful – made £1,300

**Christmas Fair**

**Update**

* More cashless than before – only one complaint on the day – a lot of expectation management upfront about tickets being non refundable/usable only on the day; no obvious impact on sales – a lot of positive commentary about the ticket system
* Aspiration is to get more online sales versus on the day sales of tickets – given that the tickets aren’t refundable and people not having a good sense as to how much they want to spend on the day, there may be continuing reticence about buying online in advance; also, no incentive to people to buy online in advance (in the summer, admission was included for example)

***Decisions required for future fairs***

* Do we recommend that people can buy in only £5 or £10 denominations to save the effort required on the day for counting up large volumes of change/coins
* What incentives do we want to offer (if any) to encourage online advance ticket sales

**Treasurers Report**

* Made £30,000 net in fundraising (fairs, May Ball, Summer Fair)
  + The two fairs have raised over £20,000
  + Race night is a successful fundraising (c.£815)
* Now have charitable status which reduces the fees associated with fundraising
* New website has enabled a more streamlined process for
* Uniform - £1,800 direct sales
* Some larger expenses for admin: gazebos, website, PTA plus own website, PA system
* Swimming pool – made over £10,000 on the pool – from pool hire (£12,000) plus some not significant expenses
* Bank account has £100,000
* Money raised to be spent on projects: £2,000 on school trips, £500 piano, £800 for anniversary celebrations (£100 per class), money on the playground
* ***Expense management*** – need tighter controls around submission of expenses and also discourage unauthorised processing of expense

***Decisions required:***

* Agree how to implement a more structured/better governed process around expense management – and up front approval of expenses from the LPTA
* For the fairs, re-emphasise the fact that all the information pertaining to the fair organisation is in the instructions and to reference the materials properly
* How to better share information with parent reps about stalls
  + Emma Hugill has been appointed class rep co-ordinator to better support the communications
  + Possible options for next year include: offering classes from one year the same stall year on year; sharing names of previous stall co-ordinators with the current year stall co-ordinators to share best practices
* Consider allocating stalls like Secret Present Wrapping and Santa’s Grotto to two classes within a year group – the benefit of allocating Santa’s Grotto to Rainbow Nursery parents are there are more parents available to support Santa’s Grotto which requires more effort

**Uniform**

* Shop is going well – positive feedback from parents, helpful support, good quality clothes
* Stock-take of the uniform shop is underway
* Definite improvement on how it is being managed
* Need to revisit how the sale of second hand clothes is being managed, as there is a stockpiling of clothes in the chalet and the swimming pool space and insufficient space.
  + Discussion with Mrs Ritchie as to whether second hand clothes is something that needs to be supported; the answer is no
  + Typically, shirts and polo shirts do not sell given the cost to buy new in the shops
  + Need to consider what to do with items we receive but do not plan to sell – i.e. shirts and polo shirts
* New uniform clothes – some odd sized clothes especially for Rainbow Nursery where a majority of the clothes are slightly oversized for the age group

***Decisions required:***

* Agree to focus on specific second hand clothes items only – i.e. not shirts/polo-shirts
* Agree schedule and process for clearing out shirts and polo-shirts from the current pile of clothes
* Invest in some new storage for the clothes to sort by size/option to make it easier to store/sell
* Agree approach for items we do not plan to sell:
  + Explore taking the clothes to clothes recyclers who will pay for clothes by weight
  + Consider collecting clothes/accepting donations alongside the cake sales
  + Consider disposing of all unsold clothes after a certain period of time
* Co-ordinate communication to parents about putting donations of clothes on hold until further notice
* Consider providing Rainbow Nursery with the odd sized clothes for kids who need clothes on the day
* Kelly DeSantis will help Karen Rodgers with the Uniform Shop stock take that is currently underway

**Swimming Pool**

* Fundraising starts just before Easter
* Still looking for pool co-ordinators to run the fundraising effort– pool co-ordinators are responsible for all the paperwork
  + Use the Parent Reps to try and identify pool co-ordinators
  + Consider highlighting the financial benefits to parents of the cost and benefits of having an onsite swimming pool
  + Currently c. 200 families contribute to the upkeep of the pool – the suggested donation is £12
* Volunteer group supporting the pool throughout the summer is strong
* Refurbishment quote – budget is £40,000; quote was £79,000 from the school’s agreed procurement process/third party providers
  + Will be responding with specific feedback on the quote post discussion with Mrs Ritchie
  + 75% of the quote is required, so need to consider how to adjust actuals to be within budget
  + Refurbishment is planned to happen over the Easter holidays

***Actions:***

* Promote the work that the pool volunteers do through posters/Latchmere life communication post
  + Highlight the contribution of the individual parents who are volunteering
* Create a job description for pool co-ordinators – need to identify people as soon as possible
* Consider soliciting another quote for comparison purposes

**Parent Connectivity**

***Actions:***

* Consider more use of Facebook – 158 members at the moment
  + Distribute links via Parent Mail for Facebook
  + Continue strategy for driving up use
* Host a Parent Reps meeting with LSPA in the coming weeks to engage around upcoming Parent Rep activities

**2017 Events**

* **Race Night** – Friday 17th March (TBC) – looking to tie in with Cheltenham Gold Cup
  + Price likely to remain at £10
  + Tickets will be sold online
* **70s Night** – Saturday 10th June
  + For 2016, the event was 1930s night at the Boaters, only a limited number of tickets were sold. Tickets were £50
  + Current proposal is to keep the event at the Boaters, and reduce ticket price to £30 by excluding/reducing food which last year made up the majority of the cost.
  + Will have LED dance floor, photobooth, band, drink on arrival, dance troupe on arrival, bacon butties/fried egg butties (vegetarian option), crisps/sweets, glitterball etc. Option to take music requests in advance
  + Need more staff to help with co-ordinating on the night
  + Could consider the school chef to cook for the event
  + Discussed whether we should consider making the event more affordable to more people; possibly reducing the costs of expenses including revisiting venue decision and hosting the event at the school (Sarah to speak to Mrs Ritchie)
* **Comedy Night** – summer event – not being planned just yet due to timing
* **Summer Fair Date** – Sunday 2nd July – going to book rides and St John’s ambulance now
  + Looking for someone with additional accountancy experience to support Treasury activities
* **Auction of Promises –** 5th May
  + Agreed to progress with hosting the Auction of Promises
  + £3 cover charge
  + Need to start co-ordinating the list of promises
  + Will be at the school in Innovation House
  + Need 12 people on the night to support the event – waiting staff
  + Need a professional auctioneer – to ask Parent Reps for nominations; looking at a hand held option
  + Will support silent bids – looking to use the new Parent Pay website for the payment of “won” promises
  + 2016 had 86 office promises, 9 additional unofficial promises which was too many – looking for a smaller number this year
  + Could have silent bids if a larger number of bids
  + Discussed having targets by class – suggestion was rejected
  + ***Roles***
  + Auctioneers
  + Waiting staff
  + 2 people front of house to get all the bids
  + Silent bid co-ordinator
  + Co-ordinator of payment of “won” bids
* ***Actions:***
  + Follow up meeting to plan Auction of Promises to discuss event proposal in more details
  + Need a list of organisations not to contact for the Disco Fever raffle – to speak to Jemma who co-ordinates the Grand Raffle for the Christmas and Summer fairs

**Any Other Business**

* + Will organise tea towels again for Reception – on an ongoing basis

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