



The Friends of Langley Manor *The Langley Manor School PTA*

The Langley Manor School
St Mary's Road, Langley,
Berkshire SL3 6BZ
Tel: 01753 825368
Fax: 01753 821451

Monday 18th January 2010 **Meeting Notes**

Meeting Attendees:

Kellie Hazleton (Chair), **Marianne Davies** (Treasurer), **Gwyneth Langley** (Secretary), **Danielle Quist** (Events Coordinator), **Barbara MacMillan** (Open Day Coordinator), **Mr Owlett** (Principal), **Miss Killian** (Teacher Rep), **Mrs Fallows** (Teacher Rep), **Claire Collyer** (Nursery & Year 2 Burnham Class Rep), **Anne Val** (Year 1 Henley Class Rep), **Jack Khurana** (Year 3 Marlow Class Rep), **Beverley Glanville** (Year 4 Windsor / Chalfont Class Rep), **Marian Newson** (Yr 5 Datchet Class Rep), **Anna Mensah** (Yr 5 Datchet Class Rep), **Anthony Stevens** (Yr 6 Langley Class Rep)

Apologies: **Ruchi Pankhania** (Year 0 Denham Class Rep), **Sara Gant** (Yr 3 Marlow Class Rep), **April Harrison** (Yr 6 Eton Class Rep)

Review of Previous Actions and Minutes

Mr Owlett fed back regarding the security query raised by nursery parents at the last meeting. This related to the time between 3 and 4pm for Early Years children staying for Superstars. Mr Owlett will be sending a memo to all staff requesting that the small gate from the Early Years playground to the main playground / car park be kept closed between 3-4pm and assured the group that all children were supervised during this time.

Two options for additional security could be considered at some point:

Option 1) All children going through Reception at the end of day or Option 2) Adding an additional gate for added security.

Option 1 was not considered desirable by FOLMS as it was felt this was less secure than the current end of day arrangement. Option 2 would be very costly.

These options will be reviewed again should the security concern remain.

The 2009 school Christmas card project raised a total of £48.75 for the school. It was fed back that the children enjoyed that project and that the cards were delivered quickly and looked good. It was felt by both the school and some parents that the instructions for children / parents were not that clear however and that another company may be better to use in the future. Planning will need to take place in September 2010 for a Christmas Card project in 2010.

Initial investigations into an internet shopping link for the school website (eg. buy.at) to raise money for FOLMS suggests this is a definite fundraising opportunity whereby parents could shop on website such as amazon, M&S, B&Q etc with a 'kickback' % of their spend going to the school. This opportunity will be investigated more thoroughly and discussed in depth at the next meeting.

The supplier for the new playground equipment has been selected and a purchase order raised. Planned opening will be in time for Open Day. Timings will be communicated out to parents once agreed. The school will be funding an annual maintenance check for the equipment to ensure it is maintained to the highest standard. Concerns over health and safety were discussed and Mr Owlett assured FOLMs that the equipment would always be used under supervision.

The suggestion for the next fundraising project for FOLMS – refurbishment of the hall / purchasing of equipment for the hall – was briefly discussed. Mr Owlett and Miss Killian have seen some information on projection equipment which will be reviewed and considered.

Mr Owlett confirmed that 'BrightKidz' bibs for Early Years / Lower Phase school trips have now been ordered and delivered to school. They will be used on future EY/LP school trips.

Financial Update

The new FOLMS bank account is now up and running.

The Treasurer gave a financial summary:

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|---|--|
| £3,033.28 | Carried over from the Social Committee |
| £460.42 | Profit from the school disco |
| £48.75 | Profit from the Christmas card project |
| Totals £3,542.45 currently in the FOLMS bank account. | |

The majority of this balance is now committed to the Playground Equipment project.

The Treasurer circulated the detailed accounts from the disco held in November. This event was a financial success however it was felt that costs were too high. Learnings from this will be taken forward from this to future events.

Charitable status for FOLMS has been investigated. It would appear there is no opportunity for FOLMS to have Charitable status as Charities must be for the public benefit and not be restricted by ability to pay or the payment of fees.

Class Rep. Issues and Queries

Snow Issues

A number of issues relating to the recent extreme weather were raised by all year reps:

It was asked whether there would be refunds for parents for school fees and / or club fees for days missed during school closure due to the snow. Mr Owlett responded that he had discussed this matter with the CfBT Director of Education who has clarified that the school terms and conditions clearly specify snow as an 'act of God' and therefore there would be no school fees refunds for the days missed. The school will attempt to make up all clubs missed however over the rest of the academic year.

Mr Owlett emphasised that it is always the intention of the school to open in extreme weather but there are a number of criteria which must be met in order to make this safe and feasible. These criteria have been specified and communicated out to parents in an e-mail from Mr Owlett at the beginning of term. This information is also on the school website.

It was suggested that many parents would be more than happy to help clear carparks / footpaths etc in snowy weather should the need arise and to ensure that the school can open. Mr Owlett has consulted with CfBT about this issue. Regretfully due to public liability restrictions this would not be permitted under the terms of the school's insurance policy.

Clarification of the policy on outside play in extreme weather was requested. Mr Owlett clarified that the children are encouraged to play outside whenever possible but in extreme weather it is not always possible and the school must take a view daily as to whether the conditions are safe and suitable.

The amount / frequency of path gritting in school during the snow was queried. Mr Owlett explained that entrances and exits were the priority and the paths had been gritted during the recent snowy weather. The school did run out of grit however and a large salt / grit container for the playground has now been ordered. Snow shovels have also been ordered.

There has been some confusion as to which hats, particularly the girls, should be wearing during the extreme weather. Mr Owlett clarified that only woolly hats need be worn in snowy / very cold weather and other hats do not need to be brought to school. Mr Owlett will clarify this to all staff. A note was also placed in The Messenger on 22.1.10.

Toilets

Concern was raised regarding the condition of the school toilets (particularly boys). A parent has reported that the toilets were in an unacceptable state on several occasions, particularly at the end of the day.

Children will be reminded in assemblies to flush toilets and to tell staff if there are issues in the toilet. Some children have said they find the flush handles on the toilets too firm and difficult. Mr Owlett has asked Ms Durell to order more child-friendly large flush handles to try and help this situation.

A budget request has been submitted for 2010-2011 for refurbishment of the toilets to make them more child-friendly. Mr Owlett agreed to ask Mr Cain and the lunchtime supervisors to check the toilets at break and lunchtimes to ensure they are in a suitable state.

It was suggested that all parents discuss with their children the importance of flushing the toilet / putting paper towels in the bin etc to reinforce the communication to children at school on this issue.

Class Size

Concern was raised by the Yr3 class rep that an increase in the Yr3 class size was not communicated to parents at the beginning of term. It was also asked whether there would be additional teaching resource for this class.

Mr Owlett clarified the upper limits for class sizes: Upper Phase – 24, Lower Phase - 22.

Yr 3 class size remains within the upper limits for class size and a full-time Teaching Assistant is already dedicated to this class. Classroom space for Yr 3 will be reviewed.

Replacement for Jaguars Classes

Concern has been raised by some parents that the benefit of Jaguars classes last year is being lost as a replacement for them has not yet been established.

Mrs Fallows updated the group as to the Young, Gifted and Talented programme which is being developed and implemented in the school this year. The Young, Gifted and Talented policy is now available on the school website for all parents to read. Referral forms for the programme have been filled in by teachers and a register of YG&T pupils has been compiled. Letters have been drafted to send to parents of these pupils. Mrs Fallows explained that there are not large numbers of pupils on this register due to it's nature and that the register will be dynamic over time. There will be facilities in school and via the website (for parents to use) to support this group.

Swimming Pool Closure Refunds

It was queried as to whether the refunds for the swimming pool closure in the Autumn term had been actioned. Mr Owlett confirmed that these are being actioned and the refunds will be deducted from summer term invoices.

Invoice Clarity

There has been a request for greater clarity on school invoices. This particularly relates to the sum invoiced for fees, lunches clubs etc. It is difficult to check the invoice is as expected without specific elements being split out. Mr Owlett agreed to pass on the request to Mrs Godfrey and feedback to FOLMS at the next meeting. In the meantime any parents with queries about their invoices should contact the school bursar at mgodfrey@cfbt.com

Maternity Cover Year 2

Mr Owlett confirmed that interviews were currently taking place relating to the Maternity Cover requirement for Year 2. Everything is currently on schedule to ensure all is in place by March 6th when Mrs Warren will go on Maternity Leave.

Superstars Food

Concern was raised by one parent that Superstars food appears to lack variety and may be unhealthy. Mr Owlett agreed to investigate this to ensure the food is balanced and varied and will add an example of the menu for Superstars food onto the school website for parents to view.

It was clarified that the food at Superstars should be considered a **snack** for the children to last them until they get home rather than a full meal.

School Website

It was suggested that the LMS website is geared to prospective parents rather than existing parents to a greater degree than other local schools. Mr Owlett agreed with this and said that the work on the school website is ongoing with the objective of moving towards Parent and Teacher portals to allow much more information to be delivered via the website in a secure manner.

Security

It was confirmed that the code for the school gate has been changed again and will be changed regularly.

Event Planning – Spring Term

It was agreed that the FOLMS Spring term event will be a **Quiz night / Movie night**. This will be held on **Friday 5th March** at the school. More details will be sent to parents and children once they are finalised.

Event Planning – Open Day

A VIP invitee for the ‘Making An Impression’ Open Day has now been secured.

Ideas and plans for Open Day will be discussed at the next FOLMS meeting.

AOB

Ideas for the workings of a Second Hand Uniform sale were circulated to FOLMS. It was agreed that a sale should be held towards the end of this academic year. Plans for this will be developed and will be discussed at the next meeting.

Mr Owlett now has a number of alternative school coat samples in his office. These will be on display at the Parents Evenings in February and parents will be asked for views. This will be discussed in more detail at the next meeting.

The school has now been registered with Yellow Moon, the childrens craft and activity catalogue, for fundraising. Catalogues with the LMS source code have been ordered and will be distributed via bookbags before half term.

Date of Next Meeting

Monday 8th March 7.30pm

FOLMS AGM

The FOLMS AGM followed the FOLMS meeting. The AGM was attended by approximately 40 parents and all the teaching staff. Jan Lucas, the Assistant Director of Business for the School and Nurseries at CfBT was also in attendance.

Mr Owlett introduced the meeting and welcomed all attendees. The Chairman (Kellie Hazleton) discussed the objectives of FOLMS, it’s achievements to date and future plans. The Secretary and Treasurer of FOLMS introduced themselves and explained their roles within FOLMS with respect to communication and management of the finances. The Treasurer gave a financial update. All FOLMS members introduced themselves to the group.

The meeting was followed by cheese and wine. Mrs Rumney and Mrs Fields were thanked for their help organising this on behalf of FOLMS and the school.