



## **The Friends of The Langley Manor School** *FOLMS - The Langley Manor School PTA*

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

### **Meeting Monday 28<sup>th</sup> September 2009**

#### **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** (Head of Upper Phase), **Claire Collyer** (Nursery & Year 2 Burnham Class Rep), **Ruchi Pankhania** (Year 0 Denham Class Rep), **Anne Val** (Year 1 Henley Class Rep), **Jack Khurana** (Year 3 Marlow Class Rep), **Beverley Glanville** (Year 4 Windsor / Chalfont Class Rep), **April Harrison** (Year 6 Eton Class Rep), **Anthony Stevens** (Year 6 Langley Class Rep)

**Apologies:** **Mrs Fallows** (Vice Principal) **Mrs Marian Newson** (Y5 Datchet Rep), **Miss Sara Gant** (Y3 Marlow Rep)

#### **Welcome & Introductions**

Mr Owlett welcomed everyone to the 'Friends of Langley Manor' (FOLMS), the new school PTA and thanked everyone for volunteering to be involved this year.

He clarified that the main aim of FOLMS is to be a friend of the Langley Manor School and to help advance and strengthen the school community of children, parents and staff. FOLMS will achieve this in three main ways:

1. By providing an open, positive and constructive line of communication between home and school.
2. By acting as a fund-raising body for the school.
3. By organising events for children, parents and staff.

#### **FOLMS Terms of Reference**

The FOLMS terms of reference document was discussed. (Document available on school website). Mr Owlett clarified that FOLMS is an open forum and as such confidential issues relating to individuals should not be raised in the FOLMS forum but referred to him if necessary.

The FOLMS logo should be used on all documentation / written communication relating to FOLMS issues.

Names of all FOLMS members will be displayed on the school notice board for the benefit of all parents. Photos will also be displayed in due course.

It was agreed that any other queries relating to the Terms of Reference would be forwarded to the Chair (Kellie Hazleton) by 2<sup>nd</sup> October and if there were no further queries these would be considered signed off by FOLMS.

### **Financial Update**

It was agreed that funds currently in the LMS Social Committee bank account would be transferred over to FOLMS. There is currently just over £3,000 in the bank account.

A new bank account will be opened for FOLMS. The signatories for this account will be the Principal (NO), Chair (KH), Treasurer (MD) and Secretary (GL).

Financial documentation carried over from the Social Committee was handed to the Treasurer.

It was agreed there would be a financial update at the beginning of each FOLMS meeting.

### **Plans for the Year Ahead / Fundraising Objectives 2009-2010**

It was discussed and agreed that FOLMS should set a fundraising target for the academic year with an aim of funding a project for the school. In previous years projects have included Playground Art and the Greenhouse.

A suggestion was put that the project this year could be some low level Active Play equipment for the grassy area next to the swimming pool. This would be used by pupils in supervised sessions and during PE lessons.

This suggestion was positively received by FOLMS, it was however agreed that a feasibility study should be carried out to ensure the area is suitable for this type of equipment and a full costing estimate carried out. The feasibility study will be reported back on at the next FOLMS meeting.

It was agreed that should the feasibility study be positive the idea should be discussed with the School Council.

It was also agreed that there should be wider consultation of parents to assess support for this project and gather any other ideas for consideration. Any other ideas put forward will be discussed at the next FOLMS meeting. Ideas should be child-centred and additional to school provision.

## **Event Planning**

Ideas for an Autumn Term event were discussed. In previous years a disco has been held in Autumn Term and been very popular with the children. It was agreed therefore to repeat the school disco event this year.

A provisional date was agreed and will be confirmed subject to venue and DJ availability. Communication confirming the date will go out to all parents /children as soon as possible.

It was agreed that FOLMS members would canvas ideas from other parent contacts for events in the Spring / Summer Terms. These ideas will be discussed at the next FOLMS meeting.

## **Class Rep. Issues and Queries**

### **Reading Policy Clarification**

Concerns were raised regarding the school reading policy and confusion as to how often children should be heard reading in school and how often they should have their books changed. There is a perceived inconsistency between classes.

Given the importance of this issue Mr Owlett and Miss Killian agreed to clarify the school reading policy and communicate out details of this separately to all parents by 9<sup>th</sup> October 2009.

### **Swimming Pool**

Mr Owlett gave an update on the Swimming Pool. The pool is now back in use. The recent issue and closure was a result of a requirement for a part to be ordered. Mr Owlett confirmed that there is an overall service contractor managing the pool. All planned maintenance or repairs to the pool are scheduled for when the school is shut, the recent issue however was unforeseen.

All lessons / swim squads missed as a result of the closure will either be made up during the course of the term or if this is not possible there will be adjustment to fees next (Spring) term to account for lessons lost. This adjustment will apply to both swim squads and timetabled lessons.

It was discussed whether FOLMS could fundraise for improvements to the swimming pool, such as a seating area. It was felt that this would require a considerable amount of money and it would be better to look at other possibilities for funding of this such as a lottery grant.

## **Communication**

Issues relating to conflicting communication from the school were raised. These included

- the last minute time change for the Upper Phase Meet the Teacher evening
- Some confusion as to Upper Phase registration time.
- Errors in communication sent from school relating to trip dates

Mr Owlett will reinforce to staff that all communication sent out from school should be checked with a member of the Leadership Team to reduce the number of errors / typos.

Feedback was given relating to the Meet the Teacher evening specifically:

- Difficult for parents who have more than one child in the school to attend all relevant sessions
- Car park chaos
- Difficult for some parents to arrange childcare.

This feedback will be reviewed by the Leadership team when planning for next year's event including possible suggestions such as splitting Upper / Lower Phase Meet the Teacher evenings and a supervised homework club.

### **School Uniform**

Some issues with Billings & Edmonds were raised:

- Some items of school uniform have not been in –stock through the summer (e.g. PE / Football Tops). This has been a problem in small sizes particularly.
- Concern that B&E do not seem aware that the school is still in summer uniform in September and this is affecting availability of some items.
- The kilts worn by year 5 /6 girls seem to be of poor quality in that the leather buckles are not washable and perish too easily.

Concern was also raised at the practicality of the school winter coats. They are not considered warm enough for the children. Mr Owlett will raise this with the Leadership Team at the next meeting as some CFBT schools do have alternatives and will feedback to FOLMS on this.

The Leadership team will also discuss whether it is appropriate for Reception to return to school in September in summer uniform given the expense involved for parents in buying the summer and winter uniforms within such a short space of time.

It was suggested that the 'Second-hand' uniform shop could be resurrected in some way by FOLMS. This was viewed positively in the meeting although it was acknowledged that there does need to be some thought given to how this would work in practical terms. It was agreed that this would be discussed more fully at the next FOLMS meeting.

### **Car Park**

It was asked what time the Car Park should be open in the morning as there was a concern that the window between the car park opening and Upper Phase registration was too short. Mr Owlett confirmed that the car park should be opened at 8.45am and he will clarify this to all staff to ensure this happens.

## **Nursery Security**

An issue regarding back door security has been raised by a parent of a nursery child. Some concern that between 3 and 4pm the back gate to the school is open and therefore the school is more easily accessible via the back entrance.

Mr. Owlett and Miss Killian are going to discuss this with the Leadership Team and will report back to FOLMS.

## **Jaguars vs. Gifted & Talented Programme**

Clarification of the difference between Jaguars and the Gifted & Talented programme was requested. Mr. Owlett explained that Jaguars sessions were not continuing this academic year because of issues identified with these sessions. Focus is now on differentiating lessons to take account of differing abilities within classes without the requirement for parents to pay additionally for sessions.

Staff training for the Gifted & Talented programme has now begun. This programme will be coming together this year and this is being led by Mrs Fallows.

A specific update relating to the Gifted & Talented programme will be communicated to all parents later in the academic year.

## **AOB**

It was suggested that some clarification is needed for parents in terms of who their contact is regarding particular types of issues. i.e. which issues are appropriate for FOLMS via the Class Reps and which should be directed back to class teachers.

There will be an e-mail prompt via Clarion Call to all parents two weeks prior to the next FOLMS meeting asking for agenda issues to be sent to Class Reps.

An AGM for FOLMS was discussed and diarised for 18<sup>th</sup> January 2010. This will be an opportunity to update all parents on the work of FOLMS to date.

The FOLMS shed, which was purchased at the last end of last term and in which equipment etc can be stored will be erected in the school grounds as soon as possible.

## **Next Meeting**

Monday 9<sup>th</sup> November 2009 19.30

*Submitted by the Secretary*

*Approved by the Chair and Principal.*

*Thursday 1<sup>st</sup> October 2009.*