



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

The Langley Manor School
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Meeting Notes from Monday 9th November 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** (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)
Apologies: **Ruchi Pankhania** (Year 0 Denham Class Rep), **Sara Gant** (Yr 3 Marlow Class Rep), **April Harrison** (Yr 6 Eton Class Rep), **Anthony Stevens** (Yr 6 Langley Class Rep)

Review of Previous Actions and Minutes

It was confirmed that no other amendments to the 'Friends of Langley Manor School' (FOLMS) Terms of Reference have been requested and these are now considered signed off. They are now available on the school website for all parents to view.

Mr Owlett updated FOLMS as to the school uniform issues raised at the last meeting and following his recent visit to Billings & Edmonds:

- The issue with the school kilt was discussed with B&E. They are happy to supply replacement buckles and fit them F.O.C for 'rogue' problems but have not received any complaints directly.
- Mr Owlett confirmed that new Reception classes are able to start the new academic year in either summer or winter uniform. This will be clarified to new parents of Reception children starting in September 2010 to avoid confusion.
- Sample of alternatives to the current LMS winter coat have been requested from B&E with a view to a phasing in of a new more cost-effective winter coat 2010/2011. Mr Owlett clarified that any change to a major item of school uniform would be communicated to parents well in advance and that there would be an appropriate period of phasing. Samples of the possible new winter coat will be brought to the next FOLMS meeting for discussion.
- Mr Owlett reiterated that LMS make no commission on sales from B&E but that a relationship with a long-term supplier of school uniform was essential to ensure continuity of supply of school uniform items.

- Billings & Edmonds (B&E) have been developing an online uniform ordering service and this is now up and running. A problem with the online payment system was flagged by a parent which NO will raise with B&E.
- A number of 'smaller' items of uniform – school scarves and hats – have been purchased by the school and are now available from the school office for parents to purchase.
- B&E will be encouraged to come to school to sell uniform as they did in the summer term and offer discounts to parents more frequently. It was requested that this should be later in the day or the evening to accommodate working parents.
- A new PE shirt with the school logo will be introduced next summer. This will be cheaper than the current option. This will be communicated by the school when finalised.
- The school will continue to monitor school uniform termly to ensure uniform policies are applied fairly. Mr Owlett agreed to communicate to parents as to which items of school uniform there is greater flexibility with in terms of supplier or design.

Following the request that the school gates be opened at 8.45am each day it was agreed that this has been happening.

There is still some concern regarding security between 3 and 4pm for Early Years children staying for Superstars. Mr Owlett and Mrs Killian are going to discuss this with the Leadership team and Miss Shepherd and will feedback to FOLMS at the next meeting. The FOLMS shed has now been erected by Mr Cain.

Financial Update

A new bank account has now been opened for FOLMS. The signatories for this account are the Principal (NO), Chair (KH), Treasurer (MD) and Secretary (GL). Two from the four signatories are required for any payment.

The outstanding balance from the LMS Social Committee account has been transferred to the new FOLMS account.

Possible charitable status for FOLMS will be investigated to enable FOLMS to benefit from any possible tax advantages.

Parent Survey

The suggestions and findings from the Parent Survey were circulated and discussed. There was a disappointing response with only nineteen surveys completed in total. Sixteen of these surveys were completed at Parents Evenings, with only three responses by e-mail. Despite the low response rate, the parents that did respond made numerous suggestions which were discussed by FOLMS.

Fundraising Suggestions

- From all the suggestions those given most mentions for a fundraising project this year were:
 - Play equipment
 - Refurbishment of the school hall (inc. Gym / drama equipment)

- A second school minibus

Support for the Active Play Equipment Proposals

16 of the 19 respondents to the survey expressed support for the proposed outdoor play equipment project. 3 respondents did not express a view.

Events

From all the suggestions the most popular were – Barn dance, BBQ, Quiz, Disco

It was suggested that the spring event would therefore be a Quiz and the summer event a Barn dance / BBQ. These ideas will be discussed again and confirmed at the next meeting in January.

Aside from events a number of other fundraising opportunities, more akin to the Christmas Card project, have been suggested and will be investigated.

Plans for the Year Ahead / Fundraising Objectives 2009-2010

Following the ideas raised via the Parent Survey it was discussed that this year's fundraising project should be either related to a) refurbishment of the hall or b) provision of play equipment.

Whilst an additional School Minibus was also raised a number of times in the survey it was agreed that the costs involved in this would be substantial and it would not be deliverable in the short to medium term. It was also felt that CFBT should be responsible for provision of this.

Following discussion at the last meeting, three quotes for low level Active Play equipment for the grassy area next to the swimming pool have been obtained. These quotes and designs were reviewed by the group and were received positively. All suppliers have undertaken a feasibility study of the area and agree that the conditions are appropriate for this type of equipment.

A 'show of hands' vote was held to establish support for the project. 9 members voted to proceed with the playground low-level activity project, with 4 preferring the hall refurbishment option.

It was discussed that the School Council have been requesting outdoor play equipment for some time and following this it was agreed by all members that FOLMS would use funds available this year to provide outdoor play equipment. Mr Owlett confirmed that CFBT would also make a financial contribution to this project.

There will now be consultation with a small sub-group of FOLMS to decide on the supplier and quote to accept for the play equipment. The aim will be to have the play equipment in place by the 'Making an Impression' Open Day in June 2010.

It was agreed that refurbishment of the school hall would be the next fundraising project for FOLMS. Ideas for this will be discussed at a FOLMS meeting in the New Year with a view to having clear plans for when funds become available.

It was suggested that some class fundraising events be added to the class planning process to enable the children to feel that they had also contributed to the provision of the new equipment.

Event Planning - Disco

Plans for the disco are now well advanced. Ticket sales as at the 13th Nov – 58 Adult, 43 Lower Phase, 14 Upper Phase.

Event Planning – Spring / Summer Terms

Events suggested for Spring (Quiz) and Summer (BBQ / Barn dance) terms will be reviewed and confirmed at the next meeting.

The theme for this year's Open Day is "Making An Impression". Enquiries are now being made to secure a VIP invitee with the aim of finalising this by Christmas.

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

Class Rep. Issues and Queries

Use of Playground Equipment After School

A request has been made by Yr 0 parents who wait with children after school for older siblings that the children are allowed to use playground equipment to keep them occupied, and quiet, for this time.

Following consultation with the Leadership Team, Mr Owlett has since reiterated that the playground equipment cannot be used at this time because of supervision issues and broken equipment in the past.

Playground Gate Security

A concern was raised that children appear to know the code to the playground gate. Mr Owlett confirmed that the code has now been changed and requested that parents feedback if they believe that security is breached on this again.

School Calendar Update

A request was made that the School Calendar be updated as dates become known or booked to enable parents to manage diaries and plan to attend events in advance. Mr Owlett agreed to arrange for the calendar to be updated with dates (e.g. Coffee mornings) and for this to be available on the school website. Parents will be informed by Clarion Call when this has happened.

School Lunches

It was discussed that many parents feel that the school lunches are not good value. Mr Owlett explained that the school is currently in contract to a food supplier but that this contract is current under review by CfBT. He will update FOLMS when there is progress on this.

School Trip Safety

A suggestion has been made that 'bibs' be bought for school trips to better enable teachers / helpers to identify LMS children when 'out and about'. Mr Owlett has discussed this with the Leadership team and will order 25 bibs with school logo for EY and LP children to use when on trips outside school.

Silchester Mini-Bus Timing

Concern has been raised that children using the Silchester mini-bus are having to leave class early to catch the bus and are therefore missing out on some reading time. Mr Owlett has since reminded all staff not to dismiss the children to the minibus before 3.55pm.

Worksheets

A suggestion has been made that exercise books are used instead of worksheets where possible as worksheets are being damaged / crumpled in bags. Exercise books would also enable parents to more easily review their child's progress. Miss Killian agreed to look at this and feedback to FOLMS at the next meeting.

Car Park Lighting

Concern was raised regarding lighting in the car park. Whilst there is light from the school and the swimming pool there is still a large 'dark area' in the car park which could be dangerous. It was agreed that this is a potential health and safety issue. Mr Owlett will be adding a request for funds to resolve this to the budget request he is currently submitting to CFBT and will update on this at the end of the current budget cycle.

Carrotty Wood Family Visit

It was asked whether a family visit to Carrotty Wood was being considered this year. Mr Owlett and Mrs Fallows have begun Carrotty Wood planning and a parent visit has been discussed with a possible date in March. A family visit will also be considered.

AOB

Many parents have expressed an interest in the possibility of a second hand uniform sale. Ideas as to the workings of this are being considered and will be circulated to FOLMS for feedback. There was recognition that a number of people will be required to help with this. This will be discussed in greater detail at the next meeting.

An AGM for FOLMS has been diarised for 18th January 2010 at 7.30pm. This will be an opportunity to update all parents on the work of FOLMS to date. Invitations will be sent out to all parents before the end of term.

The FOLMS notice board has now been updated with photos of FOLMS members and information on the disco and active play proposals. This will be kept updated and information changed when appropriate.

Miss Killian discussed the library cataloguing process which is now underway. When the computer has been updated Miss Killian will communicate out to parents to request help. A team of parent volunteer librarians would be a great asset to the school.

Next Meeting

Monday 18th January 6.00-7.30pm to be followed by the AGM 7.30-9.00pm.

Submitted by the Secretary

Approved by the Chair and Principal.

Monday 16th November 2009.