

## Minutes of the Aldryngton PTA meeting 17<sup>th</sup> October 2013

### 1. Present

Simon Feist; Claire Connell; Anna Neffendorf; Terri Gregory; Philip Byrne; Kay Blackaby; Tony Hanson; Julia Franks.

### 2. Apologies

Helen Barnes

### 3. Minutes of last meeting and matters arising

- There is still £276.88 to be paid out to class teachers from cake sale funds raised 2012-13
- Online payments – school's electronic provider would still involve charges, as does Paypal. There was some discussion about the possibility of using BACS transfer payments for pool club this year, as this would involve no fees.
- Parent survey – no questions were received, nothing further done so far.
- Volunteers for project offered by Suresh Kumar – discussed further in this meeting.

There were no other matters arising and the Minutes were agreed to be an accurate record of the meeting on 11<sup>th</sup> July 2013

### 4. Chair's report

- Objectives for the year ahead – after all the work on the grounds it is time to consider improving the condition of the inside areas. The Lower school communal area needs a face-lift, volunteers from Suresh Kumar's workplace are available to take on some work over half term. The Hall also needs painting, but is a much bigger job. Quote for scaffolding tower and paint is £1300. There was also some discussion of improvements to the lighting needed in the hall.
- Company volunteering – as noted above, we have already benefited from links to parents' workplaces, we hope to expand on this in the future. We need to find out what skills are out there in the parent community.
- Communications – SF proposed the use of a PTA Dropbox account to allow easier file sharing between committee/PTA members. It was agreed this would be useful.  
**Action SF to develop.**
- External linked events – We have recently promoted two parent events for Halloween and Diwali that are not associated with the school. We need to establish if there is an existing policy for this kind of event. If Wokingham do not have a policy we can follow, we need to write our own. **Action JF to find Wokingham policy.**

## 5. Treasurer's report

The treasurer's report was discussed and is available on the website.

The only major income so far for 2013-14 has been gift aid.

## 6. School Funding Partnership

Now the outdoor stage is in place, astroturf is needed to complete the area. Quotes received are two of £8000, one of £4000. JF is to seek a fourth quote as these are too different. Request that PTA fund the astroturf (14/01) **Approved pending 4<sup>th</sup> quote**

The following items have been requested by teaching staff:

14/02	Beebots x 6 + mats	Around £300
14/03	Cursive handwriting software	
14/04	Glockenspiels for Upper school	
14/05	Video camera for Lower school + editing software	
14/06	Pink & Green Highlighter pens for Lower school	£7-£12 per pack
14/07	Plastic money	
14/08	Cabinet for Mrs Smith/ Mrs Culham classroom	£160-£200

The approximate total cost of £1500 was **approved in principle**

It was noted that the PTA's agreement to pay for the above items should be communicated in the next newsletter. **Action SF / TG**

## 7. Events this term

- Disco – new team seem to have everything under control for disco on 24<sup>th</sup> Oct
- Christmas cards – due back in on Monday 21<sup>st</sup>
- Wrap a present – w/c 2<sup>nd</sup> December
- Christmas Fair – 7<sup>th</sup> December : Santa and Grotto are sorted, SF and PB to manage Fair planning. Possibility of a toy stall? Martin and Pole signs will give us £100 – would others pay more? **Action SF to organise.**
- Cake sale timetable and sign-up sheet to be ready before half term.
- PTA newsletter to ask for suggestions for event for Spring term. **Action SF**

## 8. Risk assessments and records for PTA activities

Simon raised that we had a reportable accident at the Summer fayre this year. We require documents to be available at all PTA events to allow correct reporting if required. Also all PTA events should have a risk assessment carried out beforehand. Simon presented the meeting with some proposed forms which were **accepted.**

All hard copies of these documents should be held at school, with blank copies to be available at every PTA event. **Action TG to create a folder for this.**

## 9. AOB

- The signatories need to be updated on the bank account to replace Stephen Lea as signatory with Simon Feist. Referring to the Natwest Bank Mandate *it was **resolved** that the signing rules in the current mandate for the accounts detailed in section 2, be replaced in accordance with section 4; and/or the authorised signatories in the current mandate, for the Accounts detailed in section 2, be changed in accordance with section 5, and the current mandate will continue as amended.*
- Tony Hanson raised the possibility of the school registering for ECO schools and offered his support if required. **Action TG to register the school.**
- It was suggested that the school pool may get more use if it were to be indoors, would it be possible to place a building around it. Constraints raised included the difficulty of fitting more time for swimming into the curriculum, the large cost of building works, possible extra heating costs, the pool is too shallow for the older competent swimmers. **Action TH to look into the feasibility of this.**

## 10. Date of next meeting

Thursday 28<sup>th</sup> November at 7.00pm – PLEASE NOTE earlier time