



PTA Annual General Meeting Minutes

Held on Thursday 4th October 2018

Present: Erika Augusti (EA), Amanda Bates (AB), Sabine Bickle (SaB), Shweta Bist (ShB), Emily Counihan (EC), Tiffany Forshaw (TF), Priya Gupta (PG), Hannah MacIndoe (HM), Ravi Vakada (RV), Rubina Samdani (RS), David Spedding (DS), Elaine Stewart (ES)

Item		Action
1	<p>Welcome and Apologies</p> <ul style="list-style-type: none"> Ruth Evans, Vicky Duffield, Michaela Thomas 	
2	<p>Approval of the minutes of the last AGM</p> <ul style="list-style-type: none"> The minutes of the last AGM were approved. It was agreed that the process required to amend the constitution (and thereby reduce the number of elected officers from four to three) would be undertaken in preparation for the 2019 AGM. 	<p>HM / TF to oversee amendment of the constitution.</p>
3	<p>Chair's Report – Erika Augusti</p> <p>I'd like to open this AGM by praising everyone who has helped make this last year another great fundraising year for Aldryngton, with lots of great initiatives, events and activities.</p> <p>Particular mentions must go to Gavin Marsh for taking on the mammoth task of Try-a-Tri and putting together a solid team of volunteers. The triathlon raised over £4000 and had a record number of children participated. It was especially nice to see the enthusiasm and high numbers of children participating from Upper School, with the children who have grown up with Try-a-Tri still keen to take part.</p> <p>The Bingo and Curry Night has been resumed very successfully, with delicious food, lots of fun and a clean profit of £683.</p> <p>I personally enjoyed, very much, the Christmas Fayre this year. With a great atmosphere, extremely high attendance, new stalls and a refreshed craft offering, it raised a record amount of £4300.</p> <p>But these are only three of the many events that a very dedicated team of people run year after year... Cath and Helen run the Discos, Anna and her team the Cake Sales, Rhona organises the Christmas Cards, Sabine the delicious Christmas Puddings, Carolyn the Textile Collection, Fiona, Ruth, Laura and Vicki taking on the Family Lounge and Cherry the Second-hand Uniform Sales.</p> <p>We had an amazingly hot summer, and the Pool Club has also seen a record number of families taking up the membership, with flawless organisation by Michaela and Sarah. And let's not forget all the parents who help with the chemical checks at weekends and early in the morning.</p> <p>I want to personally thank one person specifically who has worked extremely hard on so many events that it is difficult to remember them all: Wrap-a-Present, Pool Club, Easter Egg Hunt, Christmas Fayre, PTA Comms and that is Michaela Thomas. On behalf of the other PTA Officers I'd like to say a big thank you to Michaela, whose experience and knowledge have saved our bacon so many times and we will be really sad when you leave your role as vice-chair.</p>	

	<p>And finally, I'd like to thank all the other Officers who have worked so hard to make all the events run smoothly. Ravi, Rajani, Emily, Tiffany and Hannah.</p> <p>The PTA have funded a huge amount of (very expensive) projects this year, from the Foundation mud kitchen and new play area, to the contribution to the trim track of £10,000, the purchase of over 30 iPads and to my favourite of all, the playground markings.</p> <p>With this I look forward to another successful year ahead.</p>	
<p>4</p>	<p>Treasurer's Report – Ravi Vakada</p> <p>The PTA had a busy and successful year of fundraising, and the total money raised across all of the events this year is £36,567.71. A great effort by all the members of PTA.</p> <p>This is my first year as Treasurer, with the support of Rajani as co-treasurer. I've been impressed with the hard work and commitment of PTA members to get involved in organising, running and attending PTA events, which not only raise much needed money for the school but bring pleasure to the children and school community.</p> <p>There are some new initiatives by the PTA this year; the foreign money collection and Bingo & Curry Night is back again with huge support from the parents and children. All the old events, Easter Egg Hunt, Christmas Puddings, Try-a-Tri, Wrap a Present, Summer Fayre and Christmas Fayre have done well with lots of support from parents.</p> <p>The PTA generated a significant income from Match Funding – this year the contribution from Match Funding was £8486.59, which was almost double from the previous year!! Thank you for your support. Commission on internet sales via EasyFundraising contributed a further £632.30.</p> <p>The net result of all of these fantastic efforts is that the PTA has been able to commit to funding £35,099.46 worth of items for the school, spread across the entire school population and covering a diverse range of curriculum enriching items such as topic books, iPads, trim track, mud kitchen for the Foundation students, colourful games on the playground surface for the kids and swimming pool running costs.</p> <p>It has given me enormous satisfaction and pleasure to be part of a group of committed and enthusiastic volunteers, with such energy and dedication. I've received huge support from all of them.</p> <p>All contributions to the PTA are valuable and vital to the continuing success of the charity, and we all, in our own way can ensure the continuation of the ability of the PTA to provide much needed financial assistance to the school.</p>	<p>RV to continue to ensure maximum revenue is obtained from match funding.</p>
<p>5</p>	<p>Headteacher's Report – Elaine Stewart</p> <p>Once again, I am pleased to be able to report back on the value of our PTA's work over the last 12 months.</p> <p>It is a credit to the volunteers who achieve so much by working as a team to benefit the whole school community. Without their efforts, Aldryngton would be a much poorer place, not only in financial terms, but also in terms of the community cohesion possibilities the association offers.</p> <p>I feel very strongly that a school is more than the sum of its parts. We are a small school, not by national standards, but certainly in terms of the local area. We do, however, need to overcome many of the challenges faced by other schools, but with fewer people with whom to achieve success.</p>	

	<p>I admire the drive and energy the Association has for the school, with individuals prioritising the collective needs a school community generates, when we all face ever-increasing time pressures. It would be all too easy to leave it to others to make the time and energy sacrifices our PTA make on behalf of others.</p> <p>Great thought is given to the way in which money is spent in order to benefit as many pupils as possible. Equally, a good deal of thought is given to the type of events the Association offers in order to bring the school community together and support the life of the school.</p> <p>I hope it is encouraging to see how the work of the PTA makes such positive changes to the school, particularly to those most active members of the Association. There are some, such as the adventure playground, playground markings, mud kitchen and pond area signage that are very obvious. However, those PTA items put to use during the school day such as books and musical equipment and special events such as the pantomime are also greatly valued.</p> <p>I'd ask that the full school community supports the work of the PTA in whatever way possible. If we all work together, offering our skills and time, we will secure continued success and the long term viability of our PTA.</p> <p>I look forward to another successful year of partnership work with the PTA and thank each and every member of the committee and those parents who support the range of activities and events organised by the PTA.</p>	
6	<p>Election of Chair</p> <ul style="list-style-type: none"> • At this stage the Chair of the meeting was passed to ES. • Election of Chair: Erika Augusti was proposed by HM and seconded by RV. Erika Augusti to be the elected Officer for 2018/2019. Appointed • Shweta Bist expressed an interest in the role of Chair in the future, and will shadow EA, as co-chair this year. 	
7	<p>Election of Treasurer, Secretary and Vice-Chair</p> <ul style="list-style-type: none"> • Election of Treasurer: Ravi Vakada was proposed by EA and seconded by SaB. Ravi Vakada to be the elected Officer for 2018/2019. Appointed • David Spedding and Aishah Gobir-Kamaldeen expressed an interest in the role of Treasurer and will act as a 'Finance Team' with RV this year. • Election of Secretary: Tiffany Forshaw and Hannah MacIndoe were proposed by AB and seconded by ES. Tiffany Forshaw to be the elected Officer for 2018/2019 and Hannah MacIndoe to act as co-secretary. Appointed • Election of Vice-Chair: Emily Counihan was proposed by RV and seconded by EA. Emily Counihan to be the elected Officer for 2018/2019. Appointed • Prior to being appointed EC informed the meeting that she is now employed by the school and as a result has sought advice from the Charity Commission in case there is a conflict of interests. She was advised that should this situation arise, she should not participate in the discussion or decision making process. • Michaela Thomas stated she is willing to carry on as co-vice-chair, but may have difficulty in attending meetings. This was gratefully approved! 	<p>RV to confirm with AGK her involvement.</p>
8	<p>Filling of other roles, including staff and class representatives</p> <ul style="list-style-type: none"> • A strong team of event-leads have already been confirmed for 2018/2019: <ul style="list-style-type: none"> - Communications: Michaela Thomas - Christmas Cards: Rhona Phipps & Charlotte Marion - Christmas Puddings: Sabine Bickle - Easter Egg Hunt: Michaela Thomas 	

- Try-a-Tri: Gavin Marsh
 - School Discos: Catherine Maskell & Helen Barnes, Natalie Stenson & Kelly Peacock
 - Quiz Nights & Bingo Nights: Philip Byrne & Michaela Thomas
 - Family Lounge: Laura Heighes & Victoria Duffield (Infants) and Fiona Grant & Ruth Weston (Juniors)
 - Pool Club: Michaela Thomas & Sarah Byrne
 - Cake Sales: Anna Dieguez, Michelle Harris & Jo Beales
 - Second Hand Uniform Sales: Cherry Tilbrook & Sarah Byrne
 - Textile Collections: Carolyn Simpson
 - Cash4Coins: Tiffany Forshaw
- Events which still required volunteers in 2018/2019 were:
 - Wrap-a-Present: Michaela Thomas & TBC. Priya Gupta volunteered to shadow MT this year. **Two / three additional volunteers still required.**
 - Christmas Fayre: representatives were needed for a fayre sub-committee asap. Amanda Bates, Sabine Bickle, Vicky Duffield and Priya Gupta volunteered to be part of this. **Additional volunteers still required.**
 - Copper Coin Mosaics: **event-lead still required.**
 - Events which do not need volunteers immediately:
 - Summer Fayre: representatives needed for fayre sub-committee in Mar. 2019
 - Happy Circus: representatives needed for circus sub-committee in Mar. 2020
 - Staff Reps: Rubina Samdani is willing to continue as a staff rep and will confirm with Sarah Coleman that she is willing to as well.
 - Class Reps: The following class-reps have already been confirmed:

Class	Class-Rep
Foundation Stage	Priya Gupta
Miss Saunders	Vicky Duffield
Mrs Culham	Sara Deadman
Mrs Smith and Mrs Coleman	TBC
Mrs Marshall	TBC
Miss Alberti	Nicola Werro and Veena Balaji
Miss Morgan	TBC
Mrs Dunn	Vicki Adams
Miss Riglar	Kajal Mathur
Mrs Gregory and Mrs Woolston	TBC

MT (and **all Officers**) to continue to advertise for volunteers to fill vacancies.

RS to confirm with staff rep role with **SC**.

RS and **HM** to approach potential class reps for Mrs Smith / Coleman and Miss Morgan respectively.
MT to advertise remaining vacancies.

- 9**
- AOB**
- Natwest signatories: RV advised that Harsh Setia and Rajani Yasodha will be removed as signatories, with EA, TF, ES and RV remaining.
 - RV raised concerns over the huge gap that will be left by MT when her membership of the PTA ends in July 2020, and wondered if she kept a record of what each of her roles entailed, to aid succession planning. (The consensus was that we were sure she does, but would check!) When MT 's membership ends it was felt we would continue to need a dedicated

RV to liaise with Natwest.

HM (and **other Officers**) to discuss succession planning with **MT**.

	<p>'Communication / IT' person, in addition to the elected officers and it was important to bare this in mind, in case shadowing was required in 2018/2019 or 2019/2020. ShB suggested she may know someone who is interested, but we will discuss succession planning with MT first.</p> <ul style="list-style-type: none"> • SaB enquired about potential funding requests for 2018/2019. ES advised that the replacement of the wooden train would be a priority, along with seating near middle school and guided reading books. • Mrs. Dunn requested books for upper school – will be approved in retrospect at next committee meeting if required urgently. • EC, TF and HM confirmed they still may not be receiving emails to the ptaofficers distribution group following recent actions by Simon Windisch. Simon is working to resolve the problem. • Christmas 2018: Ruth Evans has advised that her father is willing to continue as FC. 	<p>MT to liaise with Simon Windisch.</p>
<p>10/11</p>	<p>Dates of next meetings</p> <ul style="list-style-type: none"> • Thursday 8th November 2018 (Committee Meeting) • Thursday 3rd October 2019 (AGM) 	

These minutes were confirmed by the PTA as a true and accurate record of the meeting.

Signed: _____

Date: _____