



PTA Meeting Minutes

Held on 23rd May 2019

Present: Erika Augusti – Chair (EA), Emily Counihan (EC), Ravikanth Vakada (RV), David Spedding (DS), Hannah MacIndoe (HM), Tiffany Forshaw (TF), Elaine Stewart (ES), Sarah Coleman (SC), Amanda Bates (AB), Priya Gupta (PG), Gavin Marsh (GM)

Item	Minutes	Action
1	Apologies Michaela Thomas (MT), Rubina Samdani (RS),	
2 / 3	Matters arising from last Committee Meeting: 28th March 2019 <ul style="list-style-type: none"> • Cross-country tops: stock levels checked. TG agrees new style should be introduced. • Mr. Greenaway aware that PTA willing to fund new football kits, and liaising with JF. • Asda green token donation was £500, not £2700. • £500 RBC payment in main account was from Reading Borough Council (linked to glass recycling award). • School happy for cake sales to be on a Friday in 2019/2020. • Current DJ: £195 per event – preferred by current team as back-up DJs available at short notice. Martin Anderton (Froggies) charges £150 for a week night event. • TF will ebay the coin presentation sets to see if more can be raised, rather than adding them to the coin collection bucket. • Leavers Autograph books for members of staff approved (for chn / parents to sign). • PTA gift aid claims: HM still to discuss with David N (parent) • 18/23: Electrician inspected garage and quoted £250 to undertake socket work - agreed to proceed, with work authorised to be undertaken in half term. 	<p>Action required! TBC</p> <p>EA to discuss with cake sale team EA to inform disco leads of price TF to ebay coins</p> <p>MT to organise HM to liaise with DN MT to organise</p>
4	Treasurer's Report <ul style="list-style-type: none"> • RV presented the Treasurer's Report (May 2019), which was discussed. <ul style="list-style-type: none"> - New line added to income summary: token fundraising (from supermarkets, etc.) - Christmas Fayre match-funding confirmed: £8000 (nearly £6000 more than 2018). - Wonderful.org fundraising account set up by SB. Will directly credit to current acc. - Need to publicise Amazon Smile commission more. - 18/4 (Faith books) still required. • 2017/2018 Account Audit discussed. The report is ready and needs EA signature. David Cullum continues to review the accounts for free. • Balance available for funding projects £18,616.75 	<p>MT to mention both in newsletters.</p> <p>RV to ensure accounts are submitted to the Charity Commission by June 30th.</p>
5	School Funding Partnership <ul style="list-style-type: none"> • Adventure Playground: installation to start on 28th May 2019. <ul style="list-style-type: none"> - DS has identified 100 companies based in RG6 to contact, re: benevity funding. Will request between £250 and £5000. Requires digital version of play equipment and three children's comments to add to request letter. • 18/22: £20 <u>per tub</u> approved • 18/24: £100 approved for Y6 Leaver's Party. • ES requested a set of i-pads (17 in total), so each team has access to a set. £4200.36 approved (18/25) • ES requested a 'Tactile Reader' class bundle (links to Blue-bots and programming). £1500 approved (18/26) • ES requested a class sound-meter device (links to control technology). £220 approved (18/27) 	<p>DS to provide benevity request draft to ES before distributing. HM to purchase tubs.</p>

	<ul style="list-style-type: none"> • ES requested a class set of glockenspiels (15). £750 approved (18/28) • MT asked what the cake sale money had been spent on (for PTA newsletter) and asked RV to advise which classes still need to spend their cake sale money. 	SC / RV to let MT know.
6	<p>Events since last meeting / this term</p> <ul style="list-style-type: none"> • Bag2School: 29th March - £235.20 • Easter Egg Hunt: 2nd / 3rd April - £260 • Second Hand Uniform: 5th April / 10th May - • Cake Sales: 25th April - £124.40, 16th May - £102.85, 13th June, 4th July. • Disco and Family Lounge: 16th May - £1117.13 and £159.00 respectively. • Pool Club – dosing system training due to be undertaken on 24th May. The new system has been over-dosing, but currently sorted. • Non-School Uniform: 14th June • Try-a-Tri: 15th June <ul style="list-style-type: none"> - Simon Fiest agreed to be Safety Officer, despite no-longer being an Aldryngton parent. Although this is fantastic, we can't necessarily rely on him in future years. - First Aiders still required (before 2pm). Several Aldryngton parents are healthcare professionals – if their child is competing we will ask them if they can assist. - Volunteers for bar still required, and a third BBQ is ideally needed (for vegetarians) - Volunteer WhatsApp group set up by GM to share info. Will add WhatsApp link to volunteer schedule / emails in future. - Risk Assessment in-hand. - Need to check availability of stopwatches. - Medals and trophies arrived. No goody bags this year. - EA to organise registration stationery. ES advised that labels are available from school office. - EC to check swimming hats. - Freezers cleaned and emptied. Wireless microphone organised. • Summer Concert / Picnic / Fayre / US Stalls: 27th June <ul style="list-style-type: none"> - US Stalls: agreed to provide £10 per stall for supplies. Any money not spent will be added to the profit total for the stall. MT raised the issue of plastic use by the US stalls, but it was felt to be too late to make any changes this year, as planning has already commenced. AB suggested a 'grow a pound' scheme maybe a new approach for the US fundraisers to take in future. • Copper Trail: 27th June – new leads required. 	<p>PG to ask FS parent (doctor) re: availability for first aid, and EC to ask JA and let GM know.</p> <p>SC to seek BBQ update.</p> <p>ES to check location of stopwatches. EA to source stationery required. EC to check swim hat numbers.</p> <p>EA to liaise with Mrs Dunn, re: US Stalls</p>
7	<p>Events Next Term</p> <ul style="list-style-type: none"> • Cake Sales • Disco / Family Lounge: new volunteers required for F/Lounge (1x infant, 1x junior) • New Parents / KS1 Coffee and Cake meeting • Second Hand Uniform • Bag2School • Non-school Uniform • Wrap-A-Present • Christmas Fayre 	<p>MT to ask Vicky D (KS1) and Fiona G (KS2) if they know anyone who might like to help them.</p> <p>HM to check date of 2018 coffee & cake mtg.</p>
8	<p>AOB</p> <ul style="list-style-type: none"> • PTA meetings will be held on a Tuesday next year. • Succession planning: TF to stand down as co-secretary at end of summer term. Agreed to advertise chair, vice-chair and secretary posts as committee members are willing to stand aside if others are interested in joining the committee. HM will continue for third (and final!) year as secretary if required, but would appreciate a new co-secretary. TF happy to continue to apply for TENS when required. 	HM to check if AGK happy to continue as part of the finance team.
9	<p>Date of next meetings :</p> <p>Thursday 4th July Thursday 3rd October (AGM)</p>	