



# PTA Annual General Meeting Minutes

## Held on Thursday 3rd October 2019

**Present:** Erika Augusti (EA), Amanda Bates (AB), Shweta Bist (SB), Sarah Coleman (SC), Emily Counihan (EC), Vicki Duffield (VD), Ruth Evans (RE), Caroline Fenning (CF), Rachel Fielding (RF), Priya Gupta (PG), James Harvey (JH), Sabine Heine-Bickle (SHB), Gurpreet Kaur (GK), Hannah MacIndoe (HM), Anil Madineni (AM), Rubina Samdani (RS), David Spedding (DS), Elaine Stewart (ES)

Item		Action
1	<p><b>Welcome and Apologies</b></p> <ul style="list-style-type: none"> <li>Tiffany Forshaw, Natalie Stenson, Michaela Thomas, Ravi Vakada, Aishah Makowsky</li> </ul>	
2	<p><b>Approval of the minutes of the last AGM</b></p> <ul style="list-style-type: none"> <li>The minutes of the last AGM were approved.</li> <li>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 investigated by HM, as it was felt that this would give the PTA greater flexibility when it comes to Officer appointments.</li> </ul>	<p><b>HM</b> to investigate amendment of the constitution.</p>
3	<p><b>Chair's Report – Erika Augusti</b></p> <ul style="list-style-type: none"> <li>Welcome everyone to this year's AGM. The Aldryngton PTA have had another successful year in terms of fundraising, range of activities and funding for many projects and resources.</li> <li>We have raised over £38,000, which is up from last year. The main fundraiser has been the Christmas Fayre with a net profit of nearly £4000 and a match funding amount of over £10k for just this single event. This is incredible. Not only that but I felt this year's fayre was extremely well attended, with a really great festive atmosphere. A massive thank you to all the parents, teachers and ex-Aldryngton children who came in big numbers to help.</li> <li>Overall a big part of the increase in this year's income has been the contributions that came in under various match funding schemes. Hopefully more and more parents will join in these schemes and by using them strategically we will hopefully be able to continue to maximise the profits.</li> <li>Another exciting new addition to this year's initiatives has been the supermarket token fund schemes. A big thank you to Paul and Emily Counihan for looking into it and raising £3000 by applying to the schemes at Tesco and Asda.</li> <li>The Bingo and Curry Night has once again been very successful, and a fun and well attended event. Thank you to Phil Byrne, once again for being the perfect host.</li> <li>We are thinking of introducing a Film and Popcorn Night, maybe as an alternative, or maybe just to add to the fun.</li> <li>I would like to thank Hannah and Tiffany for their massive efforts in sourcing prizes and for introducing the concept of a silent auction. I have been amazed by how much more we have raised this way, rather than with the traditional raffles.</li> <li>A big thank you for her hard work, grace and ever-so laid back attitude to Tiffany, who is leaving the PTA to have a well-deserved break with a 6-year-old, a toddler and a baby!</li> </ul>	

	<ul style="list-style-type: none"> <li>• A very warm welcome to the new Disco team, Kelly and Natalie, and a big thank you to Caff and Helen who have run it for the past 6 years.</li> <li>• Also a big thank you to Gavin, who for three years has tirelessly run the Try-a-Tri, and has decided to step down this year. I am sure he will still be happy to get involved and bring his experience to whoever is crazy enough to take over!</li> <li>• A big shout out to all the team leaders for the various events that happen year after year... Sarah Byrne and the pool club rota, Anna, Michelle and Jo with the bake sales, Rhona organising the Christmas cards, Sabine and the Christmas puddings, Carolyn and the textile collection, Fiona, Laura, Ruth and Vicki running the family lounge, Cherry and the second hand uniform, Jason Sutton with his dedication to the candyfloss cause and now a dedicated maintenance officer to the popcorn machine.</li> <li>• And welcome to the new volunteers who have decided to come forward, as sadly some of the people mentioned have now left Aldryngton or have decided to step down.</li> <li>• I'd like to thank the treasurers Ravi, Aishah and David, who worked hard at keeping us in check and at keeping track of the ever-so expensive spending habits of Mrs Stewart!</li> <li>• Every year on behalf of the PTA I have to personally thank Michaela in specific who works so hard in so many events: Wrap-a-present, Pool Club, Easter Egg Hunt, PTA Comms, Christmas Fayre. I am really pleased to hear she is staying on as vice-chair for another year. Her last sadly. This will also very likely be my last one too. I am really pleased to hear a couple of people have come forward to join the team, so that we can have this year as a good hand over.</li> <li>• With this I look forward to another year of fun!</li> </ul>	
4	<p><b>Treasurer's Report – Ravi Vakada</b></p> <ul style="list-style-type: none"> <li>• Another successful year of fundraising by Aldryngton School PTA with the total money raised across all of the events amounting to £38,104.74. A great effort by all the members of PTA. Well done!</li> <li>• I would like to thank David Spedding and Aishah Gobir, who assisted me as co-treasurers and supported me in organizing floats and collecting them back in for all the events. Also a big thank you for all the hard work and commitment shown by 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.</li> <li>• This year Aldryngton School PTA applied for Community Token funding and won £500 from ASDA and £2000 from Tesco. All the old events: Bingo &amp; Curry Night, Easter Egg Hunt, Christmas Puddings, Try a Tri, Wrap a Present, Summer Fayre and Christmas Fayre were a huge success with lots of support from parents.</li> <li>• The PTA generated a significant income from Match Funding – this year the contribution from Match Funding was £13,355.00, that's more than 50% increase from previous year's match funding amount. Thank you for your support.</li> <li>• The net result of all of these fantastic efforts is that the PTA has been able to commit to funding around £28,000 worth of items for the school, spread across the entire school population and covering a diverse range of curriculum enriching items such as colourful games on the surface for the playground and swimming pool running costs. The PTA also funded for a new automatic pool dosing machine worth £3000, a creative play area for Lower School worth of £13,000 and playground markings worth £2000.</li> </ul>	

	<ul style="list-style-type: none"> <li>• I would like to note that the BT My Donate fundraising page is no longer supported and Aldryngton PTA started a fundraising page on wonderful.org for regular donations instead. Please make your donations on the wonderful.org fundraising page.</li> <li>• It has given me enormous satisfaction and pleasure to be part of a group of committed and enthusiastic volunteers, with energy and dedication. I've received huge support from all of them. 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.</li> </ul>	
5	<p><b>Headteacher's Report – Elaine Stewart</b></p> <ul style="list-style-type: none"> <li>• Once again, I am pleased to be able to report on the value of our PTA's work over the last 12 months.</li> <li>• As always, my sincere thanks go to the PTA for all they have done during the course of the previous school year. They have worked in a dedicated way to ensure continuing and vital financial support for the school together with the aim of bringing the school community together.</li> <li>• It is regrettable that the school now relies on the work of the PTA to provide our pupils and staff with the 'basics', not now covered by central funding. I have no doubt that this will be the situation for the foreseeable future. You only have to note how old some of our lower school reading books are to know that large, essential spends cannot be postponed any longer.</li> <li>• Committee members have had to seek new ways of raising funds and ways to encourage support from others, particularly as we all face ever-increasing time pressures. I would 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.</li> <li>• I look forward to another 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.</li> </ul>	
6	<p><b>Election of Chair</b></p> <ul style="list-style-type: none"> <li>• At this stage the Chair of the meeting was passed to ES.</li> <li>• Election of Chair: Erika Augusti was proposed by HM and seconded by AB. Anil Madineni was proposed by EA and seconded by EC Erika Augusti to be the elected Officer for 2019/2020 and Anil Madineni to act as co-Chair. <b>Appointed</b></li> </ul>	
7	<p><b>Election of Treasurer, Secretary and Vice-Chair</b></p> <ul style="list-style-type: none"> <li>• Election of Vice-Chair: Michaela Thomas was proposed by RE and seconded by EA. Priya Gupta was proposed by SC and seconded by DS. Priya Gupta to be the elected Officer for 2019/2020 and Michaela Thomas to act as co-Vice Chair. <b>Appointed</b> Emily Counihan and Gurpreet Kaur have also offered to support the vice-chairs in their work.</li> <li>• Election of Treasurer: Ravi Vakada was proposed by EA and seconded by HM. David Spedding was proposed by AB and seconded by HM. Ravi Vakada to be the elected Officer for 2019/2020 and David Spedding to act as co-Treasurer. <b>Appointed</b></li> </ul>	

	<ul style="list-style-type: none"> <li>• Election of Secretary:</li> <li>• Hannah MacIndoe was proposed by EA and seconded by PG. Hannah MacIndoe to be the elected Officer for 2019/2020. <b>Appointed</b></li> </ul>	<p><b>MT</b> to advertise the need for a co-secretary still.</p>
<p><b>8</b></p>	<p><b>Filling of other roles, including staff and class representatives</b></p> <ul style="list-style-type: none"> <li>• A strong team of event-leads have already been confirmed for 2019/2020: <ul style="list-style-type: none"> <li>- Communications: Michaela Thomas</li> <li>- Christmas Cards: Charlotte Marion</li> <li>- Christmas Consumables: Sabine Heine-Bickle</li> <li>- Easter Egg Hunt: Michaela Thomas.</li> <li>- Film Night: Shweta Bist (Aishah Makowsky and Naomi Marlow are also interested in volunteering at this event.)</li> <li>- Try-a-Tri: David Spedding, supported by Mark Fielding, James Harvey and Sabine Heine-Bickle (Health and Safety)</li> <li>- WAP: Priya Gupta and Michaela Thomas</li> <li>- School Discos: Natalie Stenson &amp; Kelly Peacock</li> <li>- Quiz Nights &amp; Bingo Nights: Philip Byrne &amp; Michaela Thomas</li> <li>- Family Lounge: Victoria Duffield &amp; Rachel Fielding (KS1) and Fiona Grant &amp; Alison Paine (KS2)</li> <li>- Pool Club: Michaela Thomas &amp; Sarah Byrne</li> <li>- Bake Sales: Anna Dieguez &amp; Michelle Harris</li> <li>- Second Hand Uniform Sales: Cherry Tilbrook &amp; Sarah Byrne</li> <li>- Textile Collections: Carolyn Simpson</li> <li>- Cash4Coins: Tiffany Forshaw</li> </ul> </li> <li>• Events which still require volunteers in 2019/2020 are: <ul style="list-style-type: none"> <li>- Communications: With MT leaving at the end of the academic year a <b>shadow is required.</b></li> <li>- Wrap-a-Present: Michaela Thomas &amp; Priya Gupta. <b>Additional volunteers still required, especially a car driver.</b></li> <li>- Christmas Fayre: representatives are needed for a fayre sub-committee asap. Erika Augusti, Priya Gupta, Gurpreet Kaur volunteered to be part of this. <b>Additional volunteers still required.</b></li> <li>- Silver Coin Mosaics (formally Copper Coins): <b>event-lead still required.</b></li> </ul> </li> <li>• Events which do not need volunteers immediately: <ul style="list-style-type: none"> <li>- Happy Circus: representatives needed for circus sub-committee in March 2020</li> </ul> </li> <li>• Staff Reps: Sarah Coleman and Rubina Samdani are willing to continue as staff reps.</li> <li>• Class Reps: The following class-reps have been confirmed for each phase: <ul style="list-style-type: none"> <li>- Foundation: Aishah Makowsky</li> <li>- Lower School: Priya Gupta</li> <li>- Middle School: Anil Madineni</li> <li>- Upper School: Michaela Thomas</li> </ul> </li> </ul>	<p><b>HM</b> to contact MF before Try-a-Tri date is set, due to his work commitments in June 2020.</p> <p><b>DS / SHB</b> to investigate if a formal qualification is required for the H&amp;S Officer.</p> <p>Succession planning with <b>MT</b> required!</p> <p><b>MT (and all Officers)</b> to continue to advertise for volunteers to fill vacancies.</p>
<p><b>9</b></p>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• The 'Copper Coin' mosaics create a huge workload for the Treasurers, for the return they give, due to the sheer volume of coins that need to be transported to the bank. It was therefore agreed to continue with this activity for one more year but re-launch it as a 'Silver Coin' (5p/10p) event.</li> </ul>	

	<ul style="list-style-type: none"> <li>• GK raised the possibility of an International Food Day, to possibly be incorporated at the Christmas Fayre.</li> <li>• SB enquired whether the PTA would be interested in being involved in a cyber-security awareness event, potentially involving workshops for parents. Although not necessarily a PTA activity, RE as e-safety governor will liaise.</li> <li>• AM enquired whether Committee Meetings will always be on a Tuesday. Agreed to leave the next meeting as it is, but future days/dates will be discussed.</li> </ul>	<p><b>HM</b> to add to the agenda for the next meeting.</p>
<b>10/11</b>	<p><b>Dates of next meetings</b></p> <ul style="list-style-type: none"> <li>• Tuesday 12<sup>th</sup> November 2019 (Committee Meeting)</li> <li>• Tuesday 6<sup>th</sup> October 2020 (AGM)</li> </ul>	

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_