



PTA Meeting Minutes

Held on 3rd November 2020

Present: Anil Madineni - Chair (AM), Sabine Bickle (SB), Gehlots, Priya Ahluwalia (PA), Victoria Duffield (VD), Tina Shepherd (TS), Hema Ramabhotla (HR), David Spedding (DS), Hannah MacIndoe (HM), Elaine Stewart (ES), Amanda Bates (AB), Stephanie Johnson (SJ), Sarah Coleman (SC), Yungchun Wong (YW), Sammy Pant (SP), Shweta Bist (ShB), Natalie Stenson (NS), Rubina Samdani (RS)

Item	Minutes	Action
1	Apologies	
2 / 3	<p>Matters arising from last PTA Meeting : 6th October 2020</p> <ul style="list-style-type: none"> - Matters arising from the above minutes - Amendment of the PTA Constitution - 3 mandatory roles and 1 optional (Vice chair) role. <p>PTA Constitution updated to reflect agreed changes. Will be uploaded to the Charity Commission website once the latest set of accounts have been uploaded (constitution changes cannot occur if the accounts are not up to date). HM identified further amendments that are required, to maintain consistency in the constitution, after the 2020 AGM and proposes that these changes are made at the 2021 AGM. PTA members need to be informed of the proposal to amend the AGM 21 days prior to the meeting.</p>	<p>HM half done - to revisit before end of July (takes 21days) will need to remember to inform the Parent Body. during the next AGM to get approval. Before that parents need to be made aware.</p> <p>DS to inform HM when the accounts have been submitted to the CC.</p> <p>ShB / NS to ensure PTA members are informed of intention to amend the constitution at least 21 days prior to the 2021 AGM.</p>
4	<p>Treasurer's Report See attached.</p> <p>Recent fundraising activities: Crowdfunding donations - £71 PTA Fund Raising - £369.79 Halloween - £75 Total Profit - £1,470</p>	
5	Match Funding	<p>TS to pull together the Letter from Mrs Stewart and make available for other parents to use believe 2 parents Microsoft, 1 Vodafone.</p>

		<p>VD to Add to newsletter and newsletter.</p> <p>PTA to advertise on FB, WhatsApp groups.</p>
<p>6</p>	<p>Events this term</p> <ul style="list-style-type: none"> - Cake Sales (Not happening this term) - Wine Tasting evening (Tuesday 1st December) SB organising Wine tasting, deposit paid for 10 people to participate - £5 profit on tickets - <i>Second-Hand Uniform)?</i> TS – is new lead on this, to speak to Cherry Tilbury about stock and to check out garage at what is stored. TS idea to catalogue uniform sale with pictures and sizes of items for school website - Bag2School Textile Collection (Thursday 10th December) TS has volunteered to take the bags in her house. Run it mid-week to mid-week. NS booked date for 10th Dec. - Children in Need -(Friday 13th November - £1 to wear something Spotty – - Non uniform day – 	<p>VD – need to request office to send a ParentMail</p> <p>TS be given access to the PTA shared drive to access previous uniform sale documents.</p> <p>Action: find out if Caroline Simpson has any bags left or school office then we need to distribute (<i>Company says gave us some in March, so parents must still have!</i>) They welcome Bin Liners</p> <p>Action: we need to forward new postcode of collection TS house. Get office team to ParentMail. VD to mention on newsletter.</p> <p>School Office to action as Charity Event. VD put in newsletter. Are we collecting at gates or just classrooms?</p>

	<ul style="list-style-type: none"> - Christmas Jumpers – Friday 18th December - £1 donation - Wrap a Present - Starting on Monday 7th December running for a week - Christmas Activities: <ul style="list-style-type: none"> o Zoom Santa – Keeping it safe is topmost priority. Multiple Santas (DBS cleared). TS to use Microsoft teams to restrict it from being recorded. <ul style="list-style-type: none"> ▪ Dates looking at weekend of 12th & 13th December ▪ Possibly gift ideas from Baker Ross / The Book People / Smiggles o Santa letter – Setup an email address, parents email with customise the letter – spoke about though not sure much uptake as NSPCC and Royal Mail do a Free service like this. o Zoom quiz –Winning team gets School quiz trophy. Cost ££3-£5 per family. Need to confirm dates. - Martin & Pole – Happy to donate £100 to school if we can advertise their name in some sort of leaflets, linked to a Christmas Trail. No advertising boards this year due to financial cost to M&P in uncertain economic times. 	<p>Action: VD newsletter, office ParentMail and volunteers for collection at gates</p> <p>PA leading Wrap a Present, Erika and NS helping. Will take children in small batches to Pick/Pay/Wrap Action: Donation of wrapping paper set up in gazebo. Office to send Parent mail request. VD to add in newsletter.</p> <p>PA to ask last year’s Santa if happy to do.</p> <p>Actions: Time slots need to be managed and backdrop checked. Charge £5 a timed slot – maybe sold as Breakfast or Lunch with Santa – think gift needs to be given – so a team needs to be assembled to buy (approx. 60 gifts) and hand out prior. Entry form needs creating</p> <p>SB to check that Phillip Byrne would be happy to be Quiz Master on either 13th, 20th or 27th November? SJ’s wife Kate Johnson would be happy to help with questions. Others to volunteer with questions too?</p>
7	Events Next Term – To be discussed in the next PTA meeting held in January 2021	

	<ul style="list-style-type: none"> - New Year Amazon wishlist for parents to pay for school items - Cake Sales - Pool Club (from May – TBC) - Sarah Bryne. (Additional lead-volunteers required.) - Try-a-Tri - Non-school Uniform - Second-Hand Uniform - Easter Egg Hunt - Cash4Coins 	<p>Mrs Stewart to speak with Julia Franks in office about the logistics</p>
8	<p>AOB</p> <ul style="list-style-type: none"> - West End in Schools: SC shared that a dance workshop based on Aladdin is to be provided for each class instead of the traditional panto this year. Dates - 14th, 15th and 16th Dec. - Natwest Signatories: two signatories are required for each cheque. The signatories for 2020/2021 will be: David Spedding (treasurer), Anil Madineni (chair), Priya Gupta (vice-chair) and Mark Weider (head teacher). New signatories are required to provide Natwest with proof of ID if they are not a Natwest account holder. Priya and Anil confirmed as signatories. Ravi received an email saying one of the mandates wasn't complete but didn't say whose it was. 	<p>SC will follow up to find out after the govt announcement.</p> <p>DS to work with Ravi and others to add/remove signatories</p>
9	<p>Car Park</p> <ul style="list-style-type: none"> - Happy Circus: PTA Officers and additional volunteers. (Rearranged date: 22nd April 2022) 	
10	<p>Agreed Dates of next meetings Tuesday 12th January 2021</p>	

Shweta Bist and Natalie Stenson, Secretaries, **Aldryngton School PTA**

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