



## PTA Meeting Minutes

Held on 12th January 2021

**Present Committee:** Anil Madineni - Chair (AM), Sabine Bickle (SB), Priya Ahluwalia (PA), Victoria Duffield (VD), Tina Shepherd (TS), Hema Ramabhotla (HR), David Spedding (DS), Hannah MacIndoe (HM), Mark Wieder - Head (MW), Amanda Bates (AB), Sarah Coleman (SC), Rubina Samdani (RS), Shweta Bist (ShB), Natalie Stenson (NS), Erika Augusti (EA), Nicola Werro (NW), Kiera Shu Zhang (KZ), Kelly Peacock (KP), Emily Couniham (EC), Anna Dieguez (AD), Sarah Bryne (SB), Olga Carey (OC), CK - 23 attendees

Item	Minutes	Action
1	<b>Apologies</b>	
2	<p><b>Matters arising from last PTA Meeting: 3rd November 2020</b></p> <ul style="list-style-type: none"> <li>- Matters arising from the last minutes</li> <li>- Amendment of the PTA Constitution - We need to revisit this in October 2021</li> <li>- NatWest Signatories set up - Anil and Priya set up, awaiting confirmation that Ravi been removed (old Treasurer)</li> </ul>	<p><b>HM</b> 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><b>ShB / NS</b> to ensure PTA members are informed of intention to amend the constitution at least 21 days prior to the 2021 AGM.</p>
3	<p><b>Treasurer's Report - See attached</b></p> <ul style="list-style-type: none"> <li>• £35K in bank</li> <li>• Loss of £5k last term due to Summer and Xmas Fayre and various other good fundraisers, not being able to take place.</li> <li>• <b>DS</b> will visit the accountant to file the returns, however he can't do this at the moment as the accountant is in the shielding/vulnerable criteria.</li> </ul> <p><b>Match funding</b> - can we do again this term with Microsoft/ Vodafone?</p> <ul style="list-style-type: none"> <li>• Match Funding changed slightly for Microsoft, can now only claim a % of funds to match the person who helped - Yearly £7.5K available to staff</li> </ul>	<p><b>DS</b> needs to confirm whether the gift aid is correct.</p> <p><b>DS/HS</b> have accounts been completed and uploaded</p> <p><b>AM</b> has asked the Vodafone parents.</p> <p><b>TS</b> to help with Microsoft claims</p>
4	<p><b>School Funding Partnership</b> - Teachers have expressed how they would like some money spent this term: -</p> <p>LS - RWI eBooks - £250  MS - Oxford owls eBooks - £500  Whole School - My Maths (extra tuition) - £339  Mr Wieder - would like to think about spends for Outside Area near Reception to discuss at the next meeting.</p>	<p>Funding numbers for these orders would be: -</p> <p><b>LS - 20/01</b>  <b>MS - 20/02</b>  <b>WS - 20/03</b></p>

5	<p><b>Garage Door Repair</b> - quote was given to us from Ms Franks (email 13th Nov 2020). PTA discussed with New Head (MW) that this is not really a cost that the PTA feels our fundraising money should be spent on, happy to go halves perhaps. <b>MW</b> has said he will speak with Ms Franks to take back the role of fixing the door and the school will cover the cost.</p>	<p><b>MW</b> to speak with <b>JF</b> to receive more quotes and action the repair or new garage door.</p>
6	<p><b>GDPR training</b> (what resources are available, who should undertake it) <b>TS</b> has offered to help with creating forms for any future fundraising ideas. We need to make sure we come away from using excel type docs to store parents' data if the document is being seen by other parents or put more protection on the file for only seeing your personnel data.</p> <p><b>SB</b> has offered to be the GDPR Officer for PTA, will investigate whether as a charity we need to register with ICO, doesn't think so currently. We agreed two committee members should be trained in GDPR - <b>AM</b> and <b>ShB</b>.</p>	<p><b>TS</b> to start thinking about form for next fundraiser, Safari Trail.  <b>TS</b> to also check the Disclaimer we have in place re data with <b>Mr Windisch</b>.</p> <p><b>SB</b> to check out Parent Kind.</p> <p><b>AM</b> and <b>ShB</b> to look at online GDPR training for charity companies like PTA.</p>
7	<p><b>Events this term: -</b></p> <ul style="list-style-type: none"> <li>• <b>Cake / Biscuits competition</b> - suggested this could be an Animal theme (to match the Safari Trail suggested) Prizes could be Mary Berry Children Cookbook or an Apron - no one offered to Lead or dates set - on hold this term</li> <li>• <b>Wine Tasting evening</b> - not to be ran this term</li> <li>• <b>Bags2School</b> - Plan to do again in the Summer Term - would potentially be interested in a Collection Bin being held on site but where?</li> <li>• <b>Online Bingo - Date set for Friday 5th February - Philip Byrne to be Host</b> - <b>HM</b> and <b>AM</b> offered to hand out some Bingo books - How much do these costs? How much do we charge to play? Per book?</li> <li>• <b>Online Quiz - Date set for Friday 12th March 2021</b> - organise details nearer the time.</li> <li>• <b>Second-hand Uniform</b> - <b>TS</b> needs to update stock on FB but really not priority whilst not at school and no uniform being worn! Market Champaign nearer the time.</li> <li>• Aldryngton Safari Trail - <b>KP</b> and <b>NS</b> to Lead this fundraiser instead of end of term Disco, so to run over Half Term Week 15th - 19th Feb <ul style="list-style-type: none"> <li>○ 20 Stops - chosen by us to spread out across a small local map.</li> <li>○ Give a A3 printed animal to each chosen house to put in their window.</li> <li>○ Make a map with an anagram of the animal for each stop - so children can have fun working out what the animals might be before they find.</li> <li>○ £2 a map</li> <li>○ Children then must do the walk and tick off each animal</li> <li>○ <i>X marks the spot and a treasure chest could be at one stop?</i></li> <li>○ Video introduction to this event to upload to FB</li> </ul> </li> <li>• <b>Wacky Way of wearing your school uniform Day</b> (instead of non-uniform day £1 to join and upload pic) - Next Term</li> </ul>	<p><b>VD</b> to advertise on Newsletter and Parent Mail the Online Bingo when all details are confirmed i.e. start time / Cost of Bingo Books?  <b>Who actioning this?</b>  Bingo number books to be ordered/Zoom meet will need to be set up, who Sabine or Sarah Byrne?</p> <p><b>KP</b> to create a Map, allocate location of animal pics and distribute animal pics. <b>SP</b> to make an intro video. <b>TS</b> to create a Form for people to submit, somehow reference they have paid on Crowdfunder (someone to set up) or PayPal link?  <b>VD</b> to share on Newsletter and/or Parent Mail</p> <p><b>Sarah Byrne</b> offered to request a prize from her company. <b>NS</b> to speak to family member to see what can get as a donation.</p>

	<p>perhaps, not all children will be seen via video or photos so may not have much uptake.</p> <ul style="list-style-type: none"> <li>• <b>Any other fundraising suggestions: .....perhaps the below</b></li> <li>• <b>Spring Raffle</b> - like the grand prize draws we do at Christmas fayre, either start requesting donations from families for a Christmas grand draw now so prizes are big or potentially run one in Spring (have till end of April) <ul style="list-style-type: none"> <li>○ Xmas raffle books cost £65 for 4,000 in 2019</li> </ul> </li> </ul>	<p><b>Need more volunteers</b> to request good prizes from companies they work for.</p>
8	<p><b>Events next term (hopefully back in school)</b></p> <ul style="list-style-type: none"> <li>• <b>Lockdown Cookbook – KP</b> to Lead - Collate recipes and maybe a Pic, then once submitted we could Sell to the parents - Would need to look at publishing costs and possible size book, could become?!!!</li> <li>• <b>Cake Sales (Date?)</b> - Discuss in next meeting</li> <li>• <b>Red Nose Day</b> - Fri 19th March 2021 - non uniform - School to organise</li> <li>• <b>Pool Club (from May – TBC)</b> - Sarah Bryne. (Additional lead-volunteers required.) - Will need to get a GDPR disclaimer for this.</li> <li>• <b>Try-a-Tri – (Date - TBC)</b> - normally run in June, move to July, potentially split over a weekend to help space and numbers. This will be the last one for many parents who have historically helped out and so would need to start handing over roles. This event can take up to 5 months to organise for Risk assessments etc. Need to start planning now. Who to Lead <b>David Spedding?</b> I believe <b>Emily Counihan</b> would like to lead Swimming again.</li> <li>• <b>Non-school Uniform – (Date?)</b> - Discuss in next meeting</li> <li>• <b>Easter Egg Hunt (Date and Lead?)</b> – Discuss in next meeting, could be run like Safari Trail if not back at school</li> <li>• <b>Christmas Panto for 2021 (do we need to book now?)</b> - <b>Mrs Coleman</b> contacted the company, they have not made a decision on whether to run the program again. Feedback, it was great for LS and MS but may do a Dance workshop for US.</li> </ul>	<p><b>DS</b> to start contacting the old Tri-a-Try Team to see if they are still happy to help, one last time and to recruit new people.</p>
9	<p><b>AOB (please notify the Secretary in advance of the meeting)</b></p>	
10	<p><b>Agreed Dates of next meetings</b></p> <ul style="list-style-type: none"> <li>• Tuesday 2nd March at 7pm</li> </ul>	
11	<p><b>Car Parked</b></p> <ul style="list-style-type: none"> <li>• Events which do not need volunteers immediately: - <ol style="list-style-type: none"> <li>i. Summer Fayre: PTA Officers and additional volunteers</li> <li>ii. Silver Coin Mosaics (formerly Copper Coin Mosaic)</li> <li>iii. Happy Circus: PTA Officers and additional volunteers. (Rearranged date: 22ndApril 2022)</li> </ol> </li> </ul>	

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