



## PTA Meeting Minutes

Held on 2<sup>nd</sup> March 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), Hemant Khanna (HK), Sarah Coleman (SC), Shweta Bist (ShB), Natalie Stenson (NS), Erika Augusti (EA), Emily Couniham (EC), Sarah Bryne (SB), = 17 attendees - Apologies: **Rubina Samdani (RS)**

Item	Minutes	Action
1	<b>Welcome and apologies</b>	
2	<p><b>Matters arising from last PTA Meeting: 12<sup>th</sup> January 2021</b></p> <ul style="list-style-type: none"> <li>- Matters arising from the last minutes               <ul style="list-style-type: none"> <li>- GDPR training</li> <li>- Tax returns have not been able to be submitted due to current COVID situation, as the accountant who checks schools accounts is shielding.</li> </ul> </li> </ul>	<p><b>SB</b> to look in to maybe running course <b>AM</b> and <b>ShB</b>.</p> <p><b>DS</b> to contact accountant again, to see if we can post files to check off.</p> <p><b>Keep these actions for future reminders to action:</b></p> <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 detailed Report.</b></p> <ul style="list-style-type: none"> <li>• Loss of £5k last term due to no Summer and Xmas Fayre and various other good fundraisers, not being able to take place.</li> <li>• Outstanding accounts to still be submitted – due to COVID-19 restrictions.</li> <li>• Small Roundup of funding success:               <ul style="list-style-type: none"> <li>○ Bingo £197.50 / Safari Trail £403 / Santa Run £1423 / last 2 non-uniform days £692</li> </ul> </li> <li>• Funding PTA approved since last PTA meeting:               <ul style="list-style-type: none"> <li>○ Digital News online subscription - £411</li> <li>○ 15 iPads with covers - £3600</li> <li>○ Xmas Panto 2021 - £829. VAT</li> </ul> </li> </ul> <p><b>Match funding -</b> Tina has put herself forward to help with Try-a-Tri so can claim from Microsoft.</p>	<p><b>DS</b> to contact accountant again, to see if we can post files to check off.</p> <p>Price of pantomime for whole school 2021 - £829 + vat</p>

4	<p><b>Head Teacher's Update</b></p> <ul style="list-style-type: none"> <li>• New Garage door fitted – no cost to PTA</li> <li>• Thanks for the funding for the iPads and online learning resources, have not needed to purchase all of them yet as free access. We received a few laptops from the Gov laptop scheme.</li> <li>• Pool checks will be happening soon</li> </ul>	
5	<p><b>School Funding Partnership -</b></p> <ul style="list-style-type: none"> <li>• Funds spent, see above – thanks from Mr Wieder</li> </ul>	
6	<p><b>Events this term: -</b></p> <ul style="list-style-type: none"> <li>• <b>Online Quiz - Date set for Friday 12th March 2021 - 7pm</b></li>   <li>• <b>Non- uniform day – Thursday 1<sup>st</sup> April 2021</b></li>   <li>• <b>Cake / Biscuits competition</b> - personalised apron for winners SB can source these. (Think we said May time for this, unless we do with the below)</li> <li>• <b>Egg Design and Easter Bonnet competition</b> - suggested, could run like the Spooky Halloween comp along with option of baking Easter themed cakes or biscuits – but not sure who to Lead or if agreed to happen?</li>   <li>• <b>Easter Egg Hunt</b> (We cannot run an egg hunt in school so would like to try and create an Egg hunt like the safari trail. Perhaps looking for Letters displayed to spell out a word. Date to start hunt to be confirmed but thought, egg could be given to out last week of term (like Santa zoom gift) as Easter that weekend. £3.50 - £4 to enter per child – Crowdfunder form would need to be created. Hannah McIndoe (and Tiffany Forshaw) offered to contact supermarkets, which is where we have previously received donations of egg. We need to ask KP if she would be involved again with creating map.</li>   <li>• <b>Second-hand Uniform</b> - Would like new parents to be aware of this service as would usually sell at the school open days which probably won't take place this year. A <b>Parent Mail</b> would be good.</li> <li>• <b>School shoe swap</b> – has been posted on Facebook</li> </ul>	<p><b>SB</b> to create Crowdfunder page charging £3 and to set up zoom link for event. <b>VD</b> to advertise Quiz night through Parent Mail and maybe newsletter? When crowd funder page created.</p> <p>Collection Pots on Gate for non-uniform day – <b>PA</b> offered to help – may need more volunteers?</p> <p>We are not going ahead with the Egg Hunt and Easter Bonnet competition. Or the Cake / Biscuits comp at this stage. It was considered but no offers to Lead. We are running with Easter Egg Hunt.</p> <p><b>HM</b> already on the organising of this, <b>KP</b> happy to help with Map, shops being contacted. Forms and payment being discussed.</p> <p><b>TS</b> to speak with <b>VD</b> on how to plug to parents.</p> <p>-</p>

	<p><b>Maybe this term:</b></p> <ul style="list-style-type: none"> <li>• <b>Lockdown Cookbook</b> - Collate recipes and maybe a Pic, then once submitted we could Sell to the parents</li> </ul>	<p><b>KP</b> to lead. Publishing costs to still be investigated.</p>
<p>7</p>	<p><b>Events next term</b></p> <ul style="list-style-type: none"> <li>• <b>Cake Sales (Date)</b> - Hopefully in the Summer term</li> <li>• <b>Pool Club (TBC - in guidance with gov)</b> - Sarah Bryne still requires a volunteer to help run the pool club with rotas for parents. Heamant Khanna has volunteered to help already. <ul style="list-style-type: none"> <li>○ Course for Pool Operator can be done after 17<sup>th</sup> May.</li> <li>○ We have 5 parents already trained for the Chemical Rota which requires you to undertake a 1-day training course where you will be trained how to check the levels in the pool. The PTA provide holiday cover for the caretaker and run the checks over the weekends. If anyone is interested, please contact <a href="mailto:pool@aldryngtonpta.com">pool@aldryngtonpta.com</a></li> <li>○ This year planning on scaling back the tiers of membership covering lifeguarding duties and cost- there will be 4 duties to cover and a flat fee for all.</li> </ul> </li> <li>• <b>Try-a-Tri – (10<sup>th</sup> July 2021 - TBC) - If restrictions allow</b> <ul style="list-style-type: none"> <li>○ <b>DS</b> to Lead, <b>EC</b> to lead Swimming, <b>EA</b> to lead Admin Team for collating and pairing of Teams <b>TS</b> offered to help, perhaps with entry forms and crowd funding link.</li> <li>○ Leads needed for Cycling / Running / Catering – the rest of the volunteers usually fall into place just need the Leads set. Will need Marshals to set up. A medical trained person on sight (Jessica Angus has previously done)</li> <li>○ <b>DS</b> and <b>SB</b> to review the risk assessment (which is going to be changing with COVID-19.) Possible pre-prepared food boxes, local business to support event and advertise, Medals – 3-week lead time.</li> </ul> </li> <li>• <b>Grand Raffle</b> - like the grand prize draws we do at Christmas fayre, start requesting donations from families for a Grand draw now so prizes are big or potentially run one in Summer or Winter. <b>AM</b> received 3 John Lewis vouchers from a parent to use. <ul style="list-style-type: none"> <li>○ Xmas raffle books cost £65 for 4,000 in 2019.</li> </ul> </li> <li>• <b>Bags2School</b> – plan to do again this year but need to find time to run as drop off bags at school much easier to and gives parents longer to drop off but we can not run this until pool club closes so September time. If we would like a Summer collection would need to store at Tina Shepherds again if she would not mind?!</li> </ul>	<p><b>SB</b> liaising with school and will contact resus training company. Also working on membership</p> <p><b>SB</b> working on this. <b>SB</b> also to contact the Resus training guy that has come several times to the school to run the training to see what is happening at the current time with practical training exercises??</p> <p><b>VD</b> to do a Parent mail requesting Lead helpers for this event.</p> <p><b>DS</b> to look for online signup sheet that may exist already. <b>DS</b> to contact James –Sadie's dad and a Mark Fielding – Lilly's dad? Who I believe may have expressed interest to Lead/help?</p>
<p>8</p>	<p><b>Agreed Dates of next meetings.</b></p> <ul style="list-style-type: none"> <li>• Wednesday 5<sup>th</sup> May 2021 at 7pm</li> </ul>	

9	<b>Car Parked</b> <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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Shweta Bist and Natalie Stenson, Secretaries for **Aldryngton School PTA** [secretary@aldryngtonpta.com](mailto:secretary@aldryngtonpta.com)

*3rd draft written: 03/03/2021*