



PTA Meeting Minutes

Held on 2nd November 2021

Present Committee: Kate Johnson - Chair (KJ), Sabine Bickle (SB), Priya Ahluwalia (PA), Victoria Duffield (VD), Tina Shepherd (TS), David Spedding (DS), Hannah McIndoe (HM), Mark Wieder - Head (MW), Amanda Bates (AB), Sarah Coleman (SC), Natalie Stenson (NS), Sarah Byrne (SBy), Rubina Samdani (RS), Amanda Ellis (AE), Lisa Qiao. Freya Omara (FO), Shabana Rafiq, Shamse, Li Longzhen, Catalina Cassel = 20 attendees

Item	Minutes	Action
	Welcome and apologies	
1	<p>Matters arising from last PTA Meeting: EGM 20th Oct 2021</p> <ul style="list-style-type: none"> Matters arising from the last minutes <ul style="list-style-type: none"> GDPR training –1/2 hour training session should be adequate. 1 page policy to be put in place for PTA to also include safeguarding. Change of signatories due to new Committee Online banking – new account needed with Natwest. Approx. £7/month. Multiple signatures needed so greater than 1 person involved in authorising transaction. Elements of constitution may be needed to be amended to allow single signatures. PTA officer handover - completed 	<p>SB: to create policy and arrange training as required</p> <p>DS: Natwest signature form sent to KJ/SB/FO to compete. Work in progress and will be completed by next meeting.</p>
2	<p>Treasurer's Report - See attached detailed Report</p> <ul style="list-style-type: none"> Total net expense of £5,121.17 as the Autumn school statement has been paid for Summer school spends. Fundraising for Tri-a-tri raised £1,489.98, Non-uniform day £489.44, ASDA Green Token Giving £200 and Second hand uniform sales £162.50 this half term. Unrestricted reserves available to spend were £9,538.26 at the 1st November 2021. 	<p>Actions: DS</p> <p>Remove all Officers who have stepped down from the Banking signatories list.</p> <p>Prepare Financial statements for submission early 2022 (deadline June 2022).</p> <p>Create reporting for class spends and tracking receipts for each classroom funding project.</p> <p>Find out how much of the cake sale monies were unspent last year and move them to the classroom funding amounts that are reserved.</p> <p>Get final quote for School football kits and update reserved amount for that spend (approved 2nd Sept).</p>

<p>3</p>	<p>Head Teacher's Update</p> <ul style="list-style-type: none"> • Out of contingency framework currently so events can be planned but with caveat that may need to adapt if Covid worsens during this half term • Would like to spend on outdoor projects, outdoor covered area, continue with reception area – perhaps use a large event so we can match fund. Stage area being done Feb 2022 • Giving consideration as to whether PTA should fundraise for a large outdoor project e.g. outdoor covered area or smaller ad hoc funding. • Smart Board replacement may also be on the horizon for future planning (should last 10 years but some may already be 6 yrs.) • A question had been asked outside the meeting re more outdoor play toys. RS confirmed that there were new unopened in the garage which could be used. • Other events agreed by MW covered below in 'Events this term'. 	<p>VD – to keep up to date a google calendar of PTA events on new website.</p> <p>SBy – to locate paperwork on smart board orders to identify age of current</p> <p>RS /Teachers – can the new items be unboxed for us please</p>
<p>4</p>	<p>Christmas Fayre</p> <ul style="list-style-type: none"> • Confirmed by MW to go ahead Saturday 4th December 2021 11.30 am – 2.30pm. MW will unfortunately be unable to attend. • Event to be held outside • TEN license required • Set up will mainly be on the morning but the hall can be used Friday 3rd after school to prepare items to be moved outside on 4th • Gazebos required • Stallholders - open to new and previous stallholders • Catering - will be closest to hall and garage • PA set up will be required – Simon Windisch has confirmed that this will happen and a handover of the PA system to the PTA team 11am • Staff raffle? • Usual games and Yr 6 stalls which can run outside • No grand draw - not running this year as limited time and volunteers • Lower school crafts – Mrs Coleman confirmed LS would run crafts, help and ideas would be welcomed • Christmas Tree – will go up on Thursday 2nd after school, SB requested position not too near door due to Christmas Fayre foot traffic. • Choir – can they open the fayre to encourage early visitors to attend? • Bottle Tombola – purchase of stock • Silent Auction – Hannah has list of previous companies • Upper School having school – will it be Miss Dunn to organise ? 	<p>SBy - TEN license applied for 3.11.2021</p> <p>Help and gazebos required – KJ will request help at new uniform sale.</p> <p>Check with George we have enough Sand Bags to weigh gazebos down</p> <p>Emily Counihan has previous stallholder details to connect with them for 2021</p> <p>MW – to confirm if staff raffle this yr.</p> <p>Craft suggestions – to Mrs Coleman – perhaps glass jars with t-lights? Lots of jars in garage some for ping pong game, some may be spare?</p> <p>Helpers – KJ to request help for tree/fayre at bag2school Nov 23rd</p> <p>MW - to check with Mrs Fenning if this is possible and confirm back asap</p> <p>VD – to purchase stock as previous yrs.</p> <p>SBy has some alcohol donations via</p>

		<p>work and will pass to VD. Anil had previously secured donations from the Tesco Manager?</p> <p>KJ – will use list of companies to approach for donations for Silent auction</p> <p>VD – to issue a newsletter requesting donations and help</p>
5	<p>Other events this term</p> <p>Disco</p> <ul style="list-style-type: none"> • 18th November. Indoors. 3 bubble discos with clean down between. F/L, MS and US. 45 minutes per disco. • TEN license already exists but needs new dates- NS has contacted licensing to arrange • Parent helpers required by bubble e.g., LS parents help at LS disco. No ME helpers due to Covid this time • Family lounge can be planned inside MS classrooms with contingency plan in place, distancing and risk assessment. <p>Make the rules</p> <ul style="list-style-type: none"> • No make the rules as school will do something for Children in Need instead <p>WAP</p> <ul style="list-style-type: none"> • w/c November 22nd • Priya confirmed planning all on schedule. Team in place but volunteers will be needed by bubble <p>Bag to School</p> <ul style="list-style-type: none"> • November 23rd – to go ahead. Hema volunteered to head this event and manage collection of donations <p>Santa Run</p> <ul style="list-style-type: none"> • Amanda Bates has offered to plan the event which will go ahead, • Santa hats – to purchase or not? Sabine has located some in the garage which could be used. (37 found – cost £60 last time purchased – PTA Approved buying more. <p>Secondhand Uniform</p> <ul style="list-style-type: none"> • Tina Shepherd to confirm but expected to be w/c 15th and the sale will be also used to secure help for fayre/tree – <i>(don't think need to advertise help for tree I have done for last several years and the less help from kids the better!!)</i> <p>Christmas Panto</p> <ul style="list-style-type: none"> • 15th December. All booked. 	<p>VD - to send risk assessment for family lounge to MW and appeal for helpers for family lounge.</p> <p>Priya – has advertised for help on school FB page 3.11.2021</p> <p>KJ -to contact Hema and confirm</p> <p>KJ – to liaise with Amanda re washable hats or alternatives on an environmental basis.</p> <p>AB – to liaise with MW on exact date of Santa Run</p> <p>TS – to confirm date for sale</p> <p>DS - to check if paid for?</p>

	<p>Virtual Santa</p> <ul style="list-style-type: none"> • 11/12th December. 1 Santa secured (James) • Need another if there are to be 60 slots (30 per Santa). Time needed for DBS checks • Priya will advertise for another Santa and confirm position to finalise details <p>Bake Sales</p> <ul style="list-style-type: none"> • Too much planned for a bake sale this term. Discussed bringing back outdoor sales in the Spring Term as agreed they are popular and fun for the children. Was agreed last term that PTA would give each class £100 for the to spend how they like to make up for lost monies from bake sales. 	<p>PG – still looking for a 2nd Santa and 60 santa gifts at a good price.</p>
<p>6</p>	<p>AOB: -</p> <ul style="list-style-type: none"> • Eid Party – Shamse to lead this exciting new event - for children and adults in July. 15/7 was suggested as a date to be confirmed by the school once July calendar becomes clear. Will be held outside. Will likely replace summer fayre this year particularly as there is a circus in 2022 (circus may include some PTA stalls). • Picnic and Poetry was discussed - has been a combined school. PTA event previous. MW advised that July was busy with leaving/transition events and Sports Day, but it could be combined with sports day. Will confirm early 2022. • Ramadan – desserts from around the world suggested by Shamse - could be combined as a bake sale event? Discuss in 2022 <p>Match Funding TS - match funding needs promoting for those parents who work for corporates to ensure they know how to match.</p>	<p>Shamse - will go on the agenda for more detailed planning early 2022.</p> <p>TS – to find parents who work for Vodafone or Microsoft.</p>
<p>8</p>	<p>Agreed Dates of next meetings.</p> <ul style="list-style-type: none"> • 12th Jan 2022 • Please notify secretaries (secretary@aldryngtonpta.com) of any agenda items in advance. 	<p>SBy / Sara Deadman – will create agenda. Sby will create zoom link for the meeting and circulate via FB/parent mail from office</p>
<p>9</p>	<p>Car Parked</p> <ul style="list-style-type: none"> • Events which do not need volunteers immediately: - <ul style="list-style-type: none"> i. Silver Coin Mosaics (formerly Copper Coin Mosaic) ii. Happy Circus: PTA Officers and additional volunteers. (Rearranged date: 22ndApril 2022) iii. Eid Party – July iv. Rubbish Club – idea from Tiffany Forshaw – for next agenda 	

Sarah Byrne / Sara Deadman Secretaries for **Aldryngton School PTA** secretary@aldryngtonpta.com

1st written: 6/11/2021