



# PTA Annual General Meeting Minutes

## Held on Thursday 7th October 2021

**Present:** Amanda Bates (AB), Vicki Duffield (VD), Priya Gupta (PG), Sabine Heine-Bickle (SHB), Hannah MacIndoe (HM), Anil Madineni (AM), Hema Ramabhotla (HR), Tina Shepherd (TS), David Spedding (DS), Natalie Stenson (NS), Amanda Bates, Mark Wieder (MW), Tina Shepherd (TS), Delyth Edwards (DE), Nitin Deokate (ND), Sarah Coleman(SC), Jo Beale (JB), Arno Theron (AT), Amanda Ellis (AE), Jo Smith (JS), Shilpa Bhatia (SBh) Shweta Bist (SBI),

Item		Action
1	<b>Welcome and Apologies</b> <ul style="list-style-type: none"> <li>No apologies received.</li> </ul>	
2	<b>Approval of the minutes of the last AGM</b> <ul style="list-style-type: none"> <li>The minutes of the last AGM were approved and will be signed in person by EA (Chair) on 7.10.21.</li> </ul>	<b>SBI</b> to arrange with <b>EA</b> to sign 2021 AGM minutes. <b>VD</b> to correct any issues with the documents on school website.
3	<b>Amendment of the PTA Constitution</b> <ul style="list-style-type: none"> <li>The amendment was passed unanimously.</li> <li>Amendment to the PTA Constitution</li> <li>Following the amendment of point 1.4 at the 2020 AGM, it is proposed that points 5.8.3, 6.1, 6.2.1, 14.1 are now also amended to ensure that the terms of the constitution remain consistent throughout.</li> </ul>	<b>Complete</b>
4	<b>Chair's Report – Anil Madineni</b> <ul style="list-style-type: none"> <li>Welcome everyone to this year's AGM, and especially to the new parents who have joined us this year.</li> <li>It is my immense pleasure and honour to serve as the chairperson of the PTA of Aldryngton Primary School. I had thoroughly enjoyed my time being the Chairperson for the last year. There were challenging times due to unprecedented times we are in, however we had still managed to organise and run events raising decent amounts for the PTA.</li> <li>Some of the memorable experiences had been giving a perfect farewell to Mrs Stewart on her retirement and welcoming the new headteacher Mr Wieder.</li> <li>We had amazing results for the events Wrap a Present, Easter Egg Hunt, Outdoor Disco, Bag2School, Non-uniform days, second hand uniform sales and Try a Tri. The PTA has always been looking out for new ways to improve with fresh and innovative ideas. Some of the traditional events gave way to few brand-new events such as Safari/Easter egg hunt trail walks, Zoom Santa, Virtual Halloween Disco, Santa Run, Virtual Bingo/Quiz nights, Make the Rules and Ice lollies sale which has raised interest among the parent community and a thumbs up from the children as well.</li> <li>During last year, PTA has made generous contributions some of which are:               <ul style="list-style-type: none"> <li>- 15 Apple iPads to complement the existing 30 iPads which were bought previously</li> <li>- 10 Garden benches</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>- Online learning subscriptions (Oxford Owl etc)</li> <li>- New football kits</li> <li>- Replacement windows in Swimming Pool changing rooms</li> <li>- Purchase of new books for Upper School</li> <li>- Fixed allowance of £100 towards each class for spending on class</li> <li>- Gifts for Year 6 Leavers</li> <li>- Christmas Panto (Dec 2021)</li> </ul> <ul style="list-style-type: none"> <li>• I feel very proud of the PTA’s achievements whilst I’ve been the Chair and thank you all the fellow PTA members for their support over the past year which has made our achievements possible. Your commitment and willingness to contribute has been incredible, your efforts ensure the PTA continues to strengthen. It has been my pleasure to get to know you all.</li> <li>• At the same time, I would also like to extend my thanks to the wide Aldryngton parent community for their active participation in the PTA events and to those who have match funded the PTA events.</li> <li>• I wish the new committee all the very best.</li> </ul>	
5	<p><b>Treasurer’s Report – David Spedding</b></p> <ul style="list-style-type: none"> <li>• This is the PTA’s annual financial report for the 2021-22 academic year. This is my first year as PTA Treasurer and I think we can agree that it has been a challenging year. Throughout the pandemic, the PTA have pulled together and made a difference for the school and our children.</li> <li>• The PTA has been actively planning and delivering innovative fundraising opportunities to improve the financial position of the PTA and provide a wide range of activities for the children to enjoy, which in turn supports the school with additional learning resources.</li> </ul> <p><b>Financial Performance</b></p> <ul style="list-style-type: none"> <li>• The PTA have raised £31,420.12 of income this year and brought us new activities such as the Santa Run, Easter and Half term Safari map hunts and the Walk to Wembley which Mr Wieder introduced to coincide with the summer Euro Football Championships. These activities gave the children a chance to get out and exercise as well as provide a reward for their endeavours.</li> </ul> <p>The PTA committed £22,678.89 of these funds to the school, which went towards purchasing new I-pads, outdoor lunch benches, new books and online learning licenses.</p> <ul style="list-style-type: none"> <li>• After deducting expenses and the funding provided to the School, the PTA made a loss of £4,496.11 for the year.</li> </ul> <p>In addition to all the wonderful fundraising activities, we are also very glad to receive corporate match funding, which in the year totalled £9,439. A big thank you goes to <b>Hemant, Tina, Louise, Anna, Vani, Derek and Vignesh</b> for arranging to help at the various events and applying to their respective employers to gain the additional match funding.</p> <ul style="list-style-type: none"> <li>• If your employer has a Benevity scheme and you can claim match funding, please contact the PTA Officers and let us know, so that we can help get you involved in the future fundraising activities.</li> </ul> <p><b>Fundraising in 2021/22</b></p>	

	<ul style="list-style-type: none"> <li>• Thank you to all the PTA members who volunteered during the year, we have a strong group of fundraisers and we hope to bring more PTA members on board to support running these vital events which provide the necessary funds which are re-invested into the School.</li> <li>• Unfortunately, some of our favourite events could not go ahead this past year, we were unable to run the Try-a-tri, Christmas Fayre, or Summer Fayre. While the current term has shown that we can run large scale events outdoors, we need to be cautious and follow the latest government advice for indoor gatherings.</li> <li>• If you are interested in joining one of the event teams, please let us know in this AGM, or contact the PTA Teams responsible afterwards to find out more information.</li> <li>• £11945.93 left in the PTA account, less any committed spending.</li> </ul>	
6	<p><b>Headteacher's Report – Mark Weider</b></p> <p><b>Looking back</b></p> <ul style="list-style-type: none"> <li>• Successful year for PTA. Never been involved with such a strong PTA before. Great to see such an active and passionate PTA committee that has adapted so well in response to Covid.</li> <li>• Still raised significant funds, even after being in the middle of pandemic and lockdown : <ul style="list-style-type: none"> <li>○ Got online subscriptions to get online learning during home learning.</li> <li>○ Extra iPads and high-quality outdoor benches that the kids make use of.</li> <li>○ Easter hunt and safari hunt were carried out during lockdown.</li> <li>○ Outdoor disco.</li> <li>○ Try-a-tri was a great event, great to see the kids, parents and local community.</li> <li>○ New reading scheme funded by PTA. Books have arrived and ready to go.</li> </ul> </li> </ul> <p><b>Looking ahead</b></p> <ul style="list-style-type: none"> <li>○ Continue to be flexible.</li> <li>○ Funding from ASDA and outdoor projects that we would be looking to get involved in.</li> <li>○ Extending Early Years area for use by kids.</li> <li>○ Looking to do more with Arts.</li> <li>○ Host more events outdoors</li> </ul> <ul style="list-style-type: none"> <li>• Thanks to Anil for his role in Chair but also everyone else involved with PTA and other fundraising activities</li> </ul>	
7	<p><b>Election of Chair</b></p> <ul style="list-style-type: none"> <li>• Election of Chair: No nomination was received for the position of Chair.</li> <li>• Election of Co-chair: No nomination was received for the position of Chair.</li> </ul>	
8	<p><b>Election of Treasurer, Secretary and Vice-Chair</b></p> <ul style="list-style-type: none"> <li>• Election of <b>Vice-Chair</b>: Priya Gupta was proposed by AM and seconded by HM. Priya Gupta to be the elected Officer for 2021/2022. <b>Appointed</b></li> </ul> <p>No nomination was received for the position of co-Vice Chair.</p>	<p><b>Communications Lead (VD)</b> to advertise the need for a Chair, Secretary, Co-</p>

	<ul style="list-style-type: none"> <li>• Election of <b>Treasurer</b>: David Spedding stayed on was proposed by AM and seconded by PA. Hemant Khanna was proposed by AM and seconded by HM. <b>Appointed</b></li> <li>• Election of <b>Secretary</b>: No nomination was received for the position of Co-Secretary</li> </ul> <p>Need to have an <b>emergency AGM</b> to elect the open roles. Agreed for 20<sup>th</sup> Wednesday Oct</p>	<p>secretary in email comms.</p> <p><b>SBi</b> to update Charity Commission website.</p>
9	<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 2021/2022: <ul style="list-style-type: none"> <li>- Communications (newsletter, web pages): Vicki Duffield</li> <li>- Non-Uniform Days – Minesh Jobanputra and Shilpa Bhatia</li> <li>- Christmas Cards/Create a Card: Charlotte Marion</li> <li>- Christmas Consumables: Sabine Heine-Bickle – Not worth running with Covid.</li> <li>- Film Night – Shweta Bist</li> <li>- Wrap-a-Present: Priya Gupta, Natalie Stenson, Erika Augusti, Delyth Edwards</li> <li>- Christmas Fayre : Officers and all parents</li> <li>- Santa Run : Amada Bates, Emily Counihan &amp; Hannah Selman</li> <li>- Easter Egg Hunt: Hannah Selman and Tiffany Forshaw</li> <li>- Summer Fayre : Officers and all parents</li> <li>- Ice Lollies sale : Anil Madineni and Priya Gupta</li> <li>- Happy Circus : Officers and all parents (every 2 years) :</li> <li>- Try-a-Tri: David Spedding, supported by Mark Fielding, Emily Counihan and Sabine Heine-Bickle (Health and Safety)</li> <li>- Silver Coin Mosaics – Shweta Bist</li> </ul> </li> <li>- School Discos: Natalie Stenson &amp; Kelly Peacock</li> <li>- Quiz Nights &amp; Bingo Nights: Philip Byrne &amp; PTA Officers</li> <li>- Family Lounge: Victoria Duffield &amp; Rachel Fielding, Alison Payne &amp; 1 more needed (MS/US)</li> <li>- Pool Club: Tina Shepherd and Jo Beale</li> <li>- Bake Sales: Anna Dieguez &amp; Michelle Harris.</li> <li>- Second-Hand Uniform Sales: Tina Shepherd</li> <li>- Textile Collections/Bag to School : Hema Ramabhotla</li> <li>- Cash4Coins: Tiffany Forshaw??</li> <li>- Coffee Mornings – Officers</li> <li>- Staff Reps – Mrs Coleman and Mrs Samdani</li> <li>- Class Reps – There is a parent volunteer.</li> </ul>	<p><b>SBi/NS/Communications Lead</b> to update Simon Windish of the email addresses of the new Officers / Event Leads.</p> <p>Film Night -Plan for different nights in different parts of the school.</p> <p>Worth running Silver Coin Mosaics once to see the value. Has educational and monetary value for kids</p> <p>Move bake sales outside of the classroom due to Covid</p> <p>Continue Cash4Coins, maybe put the box in a more visible place like family lounge as not many people are going into office reception.</p> <p>PTA has members that are part of each parent group (with WhatsApp).</p>

	<ul style="list-style-type: none"> <li>• <b>Events coming up this term :</b> <ul style="list-style-type: none"> <li>- <b>Disco</b> : Disco can't take place on the 21<sup>st</sup> Oct as planned due to sharp rise in Covid cases. <b>MW</b> raised at his meeting with Wokingham Borough Council. School has been put in contingency framework currently. New date to be Thurs 18th Nov 2021. Alcohol license has been paid for. <b>NS</b> to liaise with the DJ to move deposit over. This is now complete. Request has been sent to move over TENS license to the new event date. They will confirm by email.</li> <li>- <b>Make a rule day</b> : Friday 19<sup>th</sup> Nov, day after Disco</li> <li>- <b>Non-Uniform day</b> : Thurs 22<sup>nd</sup> Oct and day after disco (Fri 19<sup>th</sup> Nov)</li> <li>- <b>Christmas Fayre</b> : Greater chance of doing it outside. Horseshoe style. Tentative date : Saturday 4<sup>th</sup> Dec. Ask parents for marquees, gazebos.</li> <li>- <b>Zoom Santa</b> : Could be anyone if we don't get a school parent. DBS cleared</li> <li>- <b>WAP</b> : Dates booked are 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> Nov. Need 7 parent volunteers for each day (12-3pm)</li> <li>- <b>Textile Collection/Bag to School</b> : Bags to be dropped off in mornings on 18<sup>th</sup>/19<sup>th</sup> and 22<sup>nd</sup> Nov at school changing rooms. Bags to be collected on 23<sup>rd</sup> Nov.</li> <li>- <b>Cake biscuits competition</b> : House competition. Fundraiser?</li> <li>- <b>2<sup>nd</sup> hand uniform sales</b> : <b>TS</b> would like to do sales as often as she can and is happy to liaise with school. <b>DE</b> offered to help with sales for Foundation – she had a good idea of perhaps a Bargain Bucket all items 50p for items that may not be of the best quality.</li> </ul> </li> <li>• Staff Reps: Sarah Coleman and Mrs Samdani</li> <li>• Class Reps: AM proposed that the role of Class Reps was paused for the moment as additional visitors are not allowed into school due to Covid-19.</li> </ul>	<p>So not really needed currently.</p> <p><b>Communications Lead</b> to continue to advertise for volunteers to fill vacancies in PTA newsletters.</p> <p>Revisit Zoom Santa during our Emergency GM. <b>Need Santas!</b></p>
10	AOB	

	<ul style="list-style-type: none"> <li>Mr Wieder to comms out re open PTA Chair and co-secretary position. Keep putting it out in his weekly update. Also comms out that all activities will be suspended until the positions are filled.</li> </ul>	
<b>11</b>	<p><b>Dates of next meetings</b></p> <ul style="list-style-type: none"> <li>7:15pm Wednesday 20<sup>th</sup> October 2021 (Emergency General Meeting, via Zoom) Meeting URL - <a href="https://us02web.zoom.us/j/89748037571?pwd=RURtNlc2dJJEeGdDM0RTdC9ZRXZSZz09">https://us02web.zoom.us/j/89748037571?pwd=RURtNlc2dJJEeGdDM0RTdC9ZRXZSZz09</a> Meeting ID: 897 4803 7571 Passcode: 363888</li> <li>6<sup>th</sup> October 2022 but there will be no AGM next year if we don't have a chair, secretary at the very least for PTA.</li> </ul>	

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

Signed: Natalie Stenson and Shweta Bist, Secretaries, Aldryngton PTA

Date: 7<sup>th</sup> October 2021

## Income and Expenditure Summary – Year to date

	Income		Expenditure		Net		
	01/09/2020	01/09/2019	01/09/2020	01/09/2018	01/09/2020	01/09/2019	
	to 31/08/2021	to 31/08/2020	to 31/08/2021	to 31/08/2019	to 31/08/2021	to 31/08/2020	
<b>Events and Activities</b>							
Pool Club	£3,951.96	£187.50	£2,185.14	£1,610.64	£1,766.82	(£1,423.14)	Most contribution
Santa Run	£1,491.60	£0.00	£67.68	£0.00	£1,423.92	£0.00	
Non Uniform Day	£1,159.17	£0.00	£0.00	£0.00	£1,159.17	£0.00	
Disco	£1,313.31	£2,181.65	£245.00	£986.89	£1,068.31	£1,194.76	
Easter Egg Hunt	£810.91	£354.82	£208.73	£0.00	£602.18	£354.82	
Make The Rules Day	£523.05	£0.00	£0.00	£0.00	£523.05	£0.00	
Walk To Wembley	£472.34	£0.00	£0.00	£0.00	£472.34	£0.00	
Wrap A Present	£2,433.03	£2,036.47	£1,971.99	£745.13	£461.04	£1,291.34	
Half Term Safari	£403.00	£0.00	£0.00	£0.00	£403.00	£0.00	
Textile Collection	£304.50	£277.20	£0.00	£0.00	£304.50	£277.20	
Zoom Santa	£377.00	£0.00	£90.80	£0.00	£286.20	£0.00	
Ice Lolly Sale	£294.54	£0.00	£53.00	£0.00	£241.54	£0.00	
Christmas Cards	£798.25	£723.50	£581.40	£532.95	£216.85	£190.55	
Bingo & Curry Night	£264.00	£857.50	£66.50	£435.96	£197.50	£421.54	
Spooky Halloween Competition	£117.52	£0.00	£0.00	£0.00	£117.52	£0.00	
Quiz	£100.00	£0.00	£0.00	£0.00	£100.00	£0.00	
Second-hand Uniform	£80.00	£91.50	£0.00	£0.00	£80.00	£91.50	
Wine Tasting	£439.00	£0.00	£384.00	£0.00	£55.00	£0.00	
Parent Bar	£0.00	£274.85	£0.00	£59.40	£0.00	£215.45	
Christmas Grand Draw	£0.00	£519.00	£0.00	£237.10	£0.00	£281.90	
Christmas Puddings	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Christmas Fayre	£0.00	£4,530.45	£0.00	£971.78	£0.00	£3,558.67	
Summer Fayre	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
2p Trail	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Circus	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Cake Sales	£0.00	£586.49	£0.00	£684.89	£0.00	(£98.40)	
Try a Tri	£0.00	£1,787.56	£135.70	£57.15	(£135.70)	£1,730.41	Least contribution
<b>Donations</b>							
Crowdfunder Donations	£165.66	£0.00	£0.00	£0.00	£165.66	£0.00	
Unrestricted donations	£0.00	£454.24	£0.00	£0.00	£0.00	£0.00	
BT My Donate – General	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Wonderful.org donations	£0.00	£26.00	£0.00	£0.00	£0.00	£0.00	
<b>Miscellaneous Items</b>							
Match funding - Summer Activities	£9,276.75	£0.00	£3,808.00	£0.00	£5,468.75	£0.00	
Match funding - WAP	£6,113.36	£0.00	£2,430.00	£0.00	£3,683.36	£0.00	
Internet Sales Commission	£246.57	£223.87	£0.00	£0.00	£246.57	£223.87	
PTA Fund Raising	£38.00	£407.63	£0.00	£0.00	£38.00	£1,757.63	
Stampotastic	£5.50	£0.00	£0.00	£0.00	£5.50	£0.00	

Interest	£4.10	£69.67	£0.00	£0.00	£4.10	£69.67
Match funding - Others	£0.00	£300.00	£0.00	£0.00	£0.00	£300.00
Match funding - Try a Tri	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Match funding - XMas Fayre	£0.00	£4,750.00	£0.00	£0.00	£0.00	£4,750.00
Misc	£0.00	£0.00	£1,059.40	£493.11	(£1,059.40)	(£493.11)
Funding Request	£0.00	£0.00	£22,678.89	£30,242.46	(£22,678.89)	(£30,242.46)
	£31,470.12	£20,639.90	£35,966.23	£37,057.46	(£4,496.11)	(£16,897.80)

PA Funds Available to be allocated

Balance of accounts as at 31st August 2021

Reserve Account	38,100.60
Capital Account	4,413.24
Current Account	150.00
Total bank	<u>42,663.84</u>
Petty Cash	<u>102.53</u>
Total PTA Funds	<u>42,766.37</u>

Committed and restricted funds

Capital Account (reserve)	4,413.24
Uncleared income and expenditure	-
Funds already committed to School	13,277.06
Ongoing items (estimate)	4,500.00
Cake sale (restricted funds)	1,043.38
Sinking Fund	<u>7,586.76</u>
	<u>30,820.44</u>

Available Funds for spending

Balance	<u>11,945.93</u>
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David Spedding, Treasurer Aldryngton PTA, October 7<sup>th</sup> 2021