



PTA Meeting Minutes

Held on 2 March 2022

Present Committee: Freya O'Mara (vice chair – chaired the meeting) (FO), Priya Ahluwalia Gupta (PA), Victoria Duffield (VD), Tina Shepherd (TS), David Spedding (DS), Hannah McIndoe (HM), Caroline Fenning – Deputy Head (CF), Sarah Coleman (SC), Natalie Stenson (NS), Sarah Byrne (SBy), Rubina Samdani (RS), Amanda Ellis-Walker (AE), Toshiko Nader (TN), Michelle Felton (MF), Jo Beales (JB), Shamse Rahman Ali (SRA), Hema Ramabhotla (HB), Shweta Bist (SBI) – 18 attendees

Item	Minutes	Action
	<p>Welcome and apologies Apologies from Mark Wieder (WF. Head) and Kate Johnson (PTA chair)</p>	
1	<p>Matters arising from last PTA Meeting: 2nd November 2021</p> <ul style="list-style-type: none"> • Change of signatories due to new Committee • Online banking – new account needed with Natwest. 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. WIP • GDPR policy – uploaded to PTA web page. Action cleared. • Prepare Financial statements • Reporting for class spends & tracking receipts for each classroom project - see Treasurer section • Unspent cake sale monies established and moved to reserved classroom funding amounts- see Treasurer Section • Quote for school football kits - awaited • Update google calendar with PTA events on new website – action completed • Outdoor toys unboxed and used – CF confirmed yes • LA Grants -CF/MW in discussions. Trees from Feeling Fruity secured. Detail TBC. Lottery grants more difficult due to reaching criteria. 	<p>To remain on agenda- MW to be added. DS to continue process. Any previous signatories to be removed. DS and KJ need to email MW e signatures to enable him to apply</p> <p>KJ to check with DS if financial statements are complete.</p> <p>DS preparing financial statements, need to be with accountants in June.</p> <p>AB was obtaining final figure for kits. Put on next meeting agenda.</p> <p>TS – match funding. Template is on PTA website. Process needs to be completed with MW signing completed requests. (FO – action to pickup with school and ensure sorted)</p>
2	<p>Treasurer's Report - See attached detailed Report</p> <ul style="list-style-type: none"> • Minimal funds raised since last meeting as no large events • Xmas Fayre/WAP match funding raised £1600 and £1400, paid Jan. • £16.5k funds available to spend currently • Cake Sales – difficult to ascertain if 2019 funds were spent due to Covid. £100 was committed per class last year, some claimed some not. Recharged to PTA via school statement. 	<p>CF to ask J Franks to check school statements to see which classes still to spend and to advise those who need to commit their £100</p>

3	<p>Head Teacher's Update</p> <ul style="list-style-type: none"> • CF read a statement from MW who was again unable to attend • Thanks sent to all over challenging time. Covid still impacting on teaching and school resource. But hopes to increase outdoor events into summer. • MW and CF had funding ideas; some whiteboards failing, library update costs, outdoor stage and reading area, canopies for weather protection, LS outdoor space. • DS requested school to obtain quotes and organise requests to enable funding to be considered and agreed via usual PTA process 	<p>CF to organise quotes and requests with MW for discussion next meeting. Also to check discussion on outdoor canopies (raised by MF)</p>
4	<p>Events this term</p> <p>Disco</p> <ul style="list-style-type: none"> • 24th March . Outdoor Spring Disco <p>Bag to School</p> <ul style="list-style-type: none"> • Hema confirmed van booked for Thursday 28th April. Donations can be dropped from Monday 25th April. • Note pool club should open 25th April so alternative storage will be needed as changing rooms won't be able to be used. • Note – winter collection booked for Friday 9th December 2022 <p>Second hand Uniform</p> <ul style="list-style-type: none"> • TS confirmed sale will be on 7th and 8th April after school • Lots of stock so discount was proposed to shift surplus • Might be able to sell at disco next to family lounge • Discussed making bunting for outdoor events from dresses (if any sewers at school want to volunteer!) and also donating surplus to First Days charity <p>Bake Sales</p> <ul style="list-style-type: none"> • To be held outside – venue TBC as storage of cakes to be considered • School need to define format (out/in/by class/wrapped etc) required. <p>Easter Egg Hunt</p> <ul style="list-style-type: none"> • HM advised that eggs were being arranged – some donated some purchased, format as per pre covid. • HM and Tiffany Forshaw to arrange with school which days suit FS/LS/MS/US best and will plan around that • Proposed dates 4/5/6th April 	<p>NS to organise with disco team. NS a/w MW to confirm if disco can be indoors if weather poor. TBC. All other planning in hand</p> <p>VD to organise outside Lounge</p> <p>SBy/SD to organise license - complete</p> <p>Hema will put a poster on the gate to advertise before Easter break</p> <p>VD to put collection date on newsletter</p> <p>TS - 7th and 8th April after school confirmed.</p> <p>CF agreed to confirm how this will work with schools covid position and to contact Mrs Harris (Anna D also on the cake team) to discuss if they are happy to lead and bring dates for next meeting.</p> <p>HM/Tiffany Forshaw organising. JB offered to help.</p>

	<p>Coffee Morning</p> <ul style="list-style-type: none"> • Update from TN. Previous event a success with approx. 30-40 attending including govs and HT. • Discussed frequency and themes for discussion for future events. Would be good to hold on different days but Wednesday are currently the only option due to commitments. • Frequency agreed probably best monthly (weekly / 2 weekly possibly too frequent) • TT asked CF if the teachers could join – possibility but only between 8.40-8.50 when in playground before school. • Next date TBC <p>Pool Club</p> <ul style="list-style-type: none"> • JB - meeting to introduce pool club 2022 went well. Pool will no longer be available to PTA on weekends/Mr Bridge hols but will be open longer. • Applications open Friday 4th March and all comms drafted • Pool opening 25th April subject to chlorine probe. Agreed cost of which should be shared 50/50 pool and PTA – await quote <p>Happy's Circus</p> <ul style="list-style-type: none"> • Amanda Ellis-Walker planning and updated as follows; • 22nd April 2022. SBy has done license. • Tickets will be sold 2-3rd week March, £9 per ticket. Ideally sell 300-400 and will open up to local schools/ME pre school if sales slow • Children will receive flyer and red nose. • Pizza/sweets/drinks to be sold • Need volunteers • Security and locking up etc TBC as Mr Bridge not on site 	<p>TN to ask MW to pick theme. CF can ensure right teaching team are available for theme where possible.</p> <p>VD to include on newsletter and ask for helpers</p> <p>SBY will do bar (with help) TS offered to help event</p>
5	<p>Future events/AOB</p> <p>Make the rules</p> <ul style="list-style-type: none"> • Committee decided this should be held once a year with a proposed Summer term date TBC. Can arrange next meeting. <p>Art Exhibition</p> <ul style="list-style-type: none"> • Thurs 26th May confirmed date • Whole school event, Queen's Jubilee themed to showcase children's artwork with the option to purchase to raise funds • Preceded by art competition • Brenda Goodchild will attend next meeting to give details of event and how the PTA can help. Details can then go on newsletter etc 	<p>Mrs Goodchild to lead and has requested PTA help. To be discussed at next meeting.</p>

	<p>Sports Week</p> <ul style="list-style-type: none"> No update. CF had not discussed with MW as it's too soon to have details. <p>Eid Party</p> <ul style="list-style-type: none"> Shamse leading event and updated. 15th July held outside after school. CF confirmed school were good to go for this event. Volunteers needed for henna tattoos, face painting etc Will be open to external stallholders, agreed £10 per stall and can advertise via usual social media channels. Emily Counihan has a list of previous stallholders which may be useful. Food – will be a stall but format to be agreed . PTA BBQs are available if needed. Event to have an email address <p>Try a Tri</p> <ul style="list-style-type: none"> Committee agreed 18th June 2022 (subject to Mr Bridge being available re pool/site access) DS advised that usual planning – entries, medals etc will be needed. Anil has offered to lead catering. Hope to return to BBQ format Play equipment needs better fencing off. Helpers will be needed nearer the time 	<p>CF/MW to let PTA know what help is needed nearer the time</p> <p>VD to put on newsletter Shamse to request Eid email from Simon Windisch</p> <p>CF to confirm 18th ok with School</p> <p>DS to purchase racing pins.</p> <p>Note- bar needs adequate beer and Diet Coke (feedback last event)</p>
6	<p>Car Parked</p> <ul style="list-style-type: none"> Picnic and Poetry updated CF on format of this event. School event but has been a combined School PTA event previously sometimes with yr 6 stalls. Suggested that yr 6's could have stalls at the Eid Party Desserts from around the world - previously suggested by Shamse - could be combined as a bake sale event? Linked into bake sale actions. Rubbish Club – litter pickers at school. Silver Coin mosaic (formerly copper coin) – discussed but unlikely to reappear as coins not as abundant and issues getting them to bank. Remove next agenda. 	<p>CF to speak to MW re decision on this event.</p> <p>Shamse – to speak to her Eid team on if Yr 6 stalls could happen at the Eid event</p> <p>CF – bake sale action with Mrs Harris to enable dates to be booked in</p> <p>MW – can you put rubbish picking on school council agenda please to engage pupil help?</p>
7	<p>AOB</p> <p>TN – suggested re-introducing class reps to expand reach and support for PTA, particularly in FS/LS. Roles and responsibilities doc did exist?</p>	<p>VD to include on newsletter</p>

	<p>Agreed Dates of next meetings.</p> <ul style="list-style-type: none"> • Agreed to move to a Thursday which may enable more people to attend? • Thursday 28th April 2022 at 7pm • 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>
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Sarah Byrne / Sara Deadman Secretaries for Aldryngton School PTA secretary@aldryngtonpta.com

1st written: 4.3.22