



## PTA Meeting Minutes

**Held on 28th April 2022**

**Present Committee:** Kate Johnson (Chair-KJ), Caroline Fenning – Deputy Head (CF), Sarah Byrne (SBy), Sara Deadman (SD), Priya Ahluwalia Gupta(PA), Victoria Duffield (VD), Tina Shepherd (TS), David Spedding (DS), Hannah McIndoe (HM), Sarah Coleman (SC), Amanda Ellis-Walker (AE), Toshiko Nader (TN), Michelle Felton (MF), Jo Beales (JB), Amanda Bates (AB), Sabine Bickle (SB), Brenda Goodchild (BG), Anil Madineni (AM) – 18 attendees

Item	Minutes	Action
	<p><b>Welcome and apologies</b>  <b>Apologies from Mark Wieder (MW. Head)</b></p>	
<b>1</b>	<p><b>Matters arising from last PTA Meeting: 2<sup>nd</sup> March 2022</b></p> <ul style="list-style-type: none"> <li>• Change of signatories due to new Committee, not discussed</li> <li>• Prepare Financial statements, not discussed</li> <li>• School football kits – on order</li> <li>• LA Grants -CF/MW discussion found this was not possible and asking PTA to help fund</li> <li>• Match funding – MW signatures, not discussed</li> </ul>	<p><b>To remain on agenda-</b> MW to be added. <b>DS</b> 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><b>DS</b> preparing financial statements, need to be with accountants in June.</p>
<b>2</b>	<p><b>Treasurer’s Report - See attached detailed Report</b></p> <ul style="list-style-type: none"> <li>• Fundraising this term (confirmed figures):               <ul style="list-style-type: none"> <li>- School Disco £1261, Second Hand Uniform £44.12, Match Funding £1400</li> </ul> </li> <li>• Fundraising this term (before deductions):               <ul style="list-style-type: none"> <li>- Pool Club Fees £2959, Easter Egg Hunt £630, Happy Circus £5398</li> </ul> </li> </ul>	
<b>3</b>	<p><b>Head Teacher’s Update</b></p> <ul style="list-style-type: none"> <li>• CF passed on thanks from MW, who was unable to attend, regarding Circus and Disco.</li> <li>• Quote for LS outdoor play area email screen shared to discuss. Resurfacing EYFS total £8249 and new wellbeing Area for KS1 totalled £20, 985 ex VAT. School thoughts:               <ol style="list-style-type: none"> <li>a) Enhance imaginative play for KS1 as different type of play to US</li> <li>b) Field unusable all year round</li> <li>c) Best quote received</li> <li>d) School would like to fund and invited PTA to join</li> </ol> </li> </ul> <p>Queries raised as follows (CF to speak with MW):</p> <ol style="list-style-type: none"> <li>a) Astro turf drainage, especially for KS1 proposal as situated on water retaining ground on school field. Question of longevity of wooden structures due to this issue.</li> <li>b) Large investment should benefit all children as LS areas have recently been updated.</li> </ol>	<p><b>CF</b> to share thoughts/concerns with MW with the view to discuss again at the next meeting with MW. Date to be tailored to ensure he can attend for this purpose.</p>

	<p>c) Reduced space for sports and “run around” space. Already reduced due to hedging around the field.</p> <p>d) Query if KS1 proposal could be incorporated into existing equipment on hard ground instead of on field.</p> <p>e) Idea of purchasing mobile equipment that could be moved around instead of a fixed structure.</p> <p>f) Request for a consultation to discuss with the members of the school community as wide impact and cost.</p> <ul style="list-style-type: none"> <li>Quote for “PTA bid resources”, including 11 new smartboards, books (topic books for Maths, English, Geography, History &amp; Science, Read Write Ink books, reference and free reading) and Aquila magazine subscription. Totalling £30,147. Queries raised as follows: <ul style="list-style-type: none"> <li>a) Smartboards replaced recently. Need clarification on why 11 to be purchased e.g are they all faulty, are they out of guarantee? Preference would be a phased replacement prioritising faulty.</li> <li>b) Topic Books and Maths books agreed to be funded.</li> <li>c) Read Write Ink was not approved pending an answer to how this is to be funded in the future as PTA recently funded the first acquisition?</li> <li>d) School to put together a “Reading for pleasure” list of books has to put to parents to see if these could be donated before purchasing.</li> <li>e) Aquila queried as “weekly” magazine recommended but funding approved.</li> </ul> </li> <li>Discussion point raised regarding future large funding requests. Need a “funding overview” so we can budget our funds and a more collaborative input from parents as would use up years of donations.</li> </ul>	<p><b>SBy</b> to follow up with CF to formulate a plan re smartboard procurement. Speak to Simon Windisch to ensure compatible with projectors etc and check T&amp;C’s</p> <p><b>JB</b> to show a “Weekly” magazine sample to CF</p> <p>Sub Group needed to discuss large spend and to include input from MW</p>
4	<p><b>Events this term</b></p> <p><b>Disco</b></p> <ul style="list-style-type: none"> <li>Proposed date during meeting was 30<sup>th</sup> June but subsequently agreed by CF/MW and Disco team that 16<sup>th</sup> June would go ahead.</li> <li>Outdoor Festival themed Disco, including parents bar at the top of the field, bubbles, and a contingency plan for bad weather.</li> </ul> <p><b>Second hand Uniform</b></p> <ul style="list-style-type: none"> <li>Take a rail to Maiden Erlegh Preschool of EYFS sizes to sell to new starter parents</li> </ul> <p><b>Bake Sales</b></p> <ul style="list-style-type: none"> <li>Not discussed as individual events but incorporated into discussion of other events.</li> </ul>	<p><b>NS</b> agreed prior to the meeting to organise with disco team.</p> <p><b>VD</b> to organise outside Lounge</p> <p><b>SBy/SD</b> to organise license</p> <p><b>DS/SD</b> to liaise with Delyth (Chair of Maiden Erlegh Preschool PTA) to discuss. TS agreed to help sort out the stock.</p>

<p><b>Coffee Morning</b></p> <ul style="list-style-type: none"> <li>• Future dates: Wed 4<sup>th</sup> May, Wed 18<sup>th</sup> May – general PTA, Mon 23<sup>rd</sup> May FS &amp; LS parents.</li> <li>• Raised that it is difficult for some parents to attend due to day/time</li> <li>• Topic suggestions requested. DS advised that it was difficult to communicate with LS parents and they are missing out on general school info.</li> </ul> <p><b>Pool Club</b></p> <ul style="list-style-type: none"> <li>• Open and running well. Chlorine probe obtained.</li> <li>• Query raised about security of site via Foundation gate when After School Club/ Holiday Club running. Lockable chain around gate proposed</li> </ul> <p><b>Happy's Circus/Crowdfunder</b></p> <ul style="list-style-type: none"> <li>• Praised as a great event enjoyed by all</li> <li>• Final figures to be determined.</li> <li>• <b>AE</b> advised that the use of Crowdfunder in this event incurred a large “handling fee” which ate into the profits (figure to be determined) and several queries with confusion regarding tickets. The queries may have been resolved had there been the physical contact with people when selling tickets. Needs to be considered for future large events.</li> <li>• Sale of pizza needs to be rethought as effort made to sell greatly outweighed profit made.</li> <li>• Several volunteers did not attend to help as agreed.</li> </ul> <p><b>Make the Rules</b></p> <ul style="list-style-type: none"> <li>• Date discussed in meeting 8<sup>th</sup> July but subsequently changed via CF email to 19<sup>th</sup> July due to clash with US Sports day.</li> <li>• <b>HM</b> advised that <b>AM</b> (who was not present when this was discussed) had a volunteer to lead but in the event that this was not viable <b>HM</b> agreed to lead.</li> <li>• Funds to be collected via Crowdfunder</li> </ul> <p><b>Art Exhibition</b></p> <ul style="list-style-type: none"> <li>• Lead: Brenda Goodchild</li> <li>• Jubilee Tea Party agreed: <ul style="list-style-type: none"> <li>- PTA to provide tea/coffee, ask parents to bring a re-useable cup and some cups in PTA garage</li> <li>- Upper School to run cake sale, parents to be contacted via ParentMail (funds raised to go to US classes)</li> <li>- Sweets left over from circus can be used (divided with disco)</li> <li>- Soft drinks in PTA garage.</li> <li>- Volunteers needed, sign up sheet to be sent via ParentMail. Rota needs to be created to include breaks and timeslots so they can view artwork as well.</li> <li>- Event to be included to Newsletter</li> </ul> </li> </ul>	<p><b>Yearlinks</b> to organise communication to parents and to be approached to help run on different days/times to facilitate more people being able to attend</p> <p><b>TN</b> to speak with DS to discuss further</p> <p><b>TS</b> to speak with George</p> <p>Future use of Crowdfunder for large events needs to be considered due to large “handling fee”.</p> <p><b>HM</b> to discuss with <b>AM</b></p> <p><b>BG</b> to send out form via ParentMail to inform US parents about cake sale and request cakes- to speak with Michelle Harris for guidance. <b>AE</b> to provide template of form to <b>BG</b>.</p> <p><b>TS</b> to check if lids in PTA garage fit cups</p> <p><b>VD</b> to include details in Newsletter</p>
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<ul style="list-style-type: none"> <li>- Jubilee bunting/table cloths available for use from PTA garage. <b>TS</b> creating bunting from unsold second hand uniform.</li> <li>• Artwork to be sold at £10 each with £3 going to PTA for every sale (the rest used to purchase frames).</li> <li>- Payments to be made by cash as preferred by supplier</li> <li>- Any third party cash received on the day needs to go to <b>DS</b> or if payments made by cheque to the school needs to come out of schools invoicing to the PTA</li> </ul> <p><b>Sports Week</b></p> <ul style="list-style-type: none"> <li>• Sports Day dates confirmed by CF as 6<sup>th</sup> July (FS &amp; LS), 7<sup>th</sup> July (MS) and 8<sup>th</sup> July (US)</li> <li>• Refreshments to be provided for the parents</li> <li>- Request volunteers via ParentMail</li> <li>• Swimming Gala confirmed to be at different times and parent’s viewing TBC</li> </ul> <p><b>Eid Party</b></p> <ul style="list-style-type: none"> <li>• <b>Shamse</b> (lead) not present so not discussed in full)</li> <li>• 15<sup>th</sup> July held outside after school</li> <li>• <b>Event Team</b> need to meet to finalise details, <b>SB</b> offered to help organise.</li> <li>• <b>Bake sale</b> to be included in event</li> <li>- Open up to FS &amp; LS for them to experience this event (funds from bake sale to go to these classes)</li> </ul> <p><b>Try a Tri</b></p> <ul style="list-style-type: none"> <li>• 18<sup>th</sup> June – confirmed date.</li> <li>• New route following feedback from last year’s event.</li> <li>• Registration process to close at the end of May to allow time to deal with any issues.</li> <li>• Medals to be ordered once number of children confirmed to prevent overbuying</li> <li>• Health and Safety regarding where parents can/can’t go and instructions to children to walk in particular areas to ensure safety.</li> <li>• Helpers need to be arranged and info packs given out</li> </ul> <p><b>Year 6 Leaver Events</b></p> <ul style="list-style-type: none"> <li>• Funding provided by 2 of the planned Ice Lolly sales</li> <li>- Contingency funds of £200 agreed in case Ice Lolly sales are impeded by bad weather</li> <li>- In the event that more is raised than spent, surplus to be given back to PTA</li> <li>• 67 autograph books left over from last year ready to use</li> <li>• Future purchases to be made in bulk to get best price</li> </ul>	<p><b>BG</b> to check with supplier as PTA have a sum up card reader</p> <p><b>CF</b> to organise volunteer request via ParentMail and check with MW about spectators at swimming gala</p> <p><b>Shamse</b> and team to finalise details and organise FS/LS bake sale. Contact <b>SB</b> if help re organising is needed.</p> <p><b>SD</b> to check that email exists for this event- confirmed as <a href="mailto:eidfayre@aldryngtonpta.com">eidfayre@aldryngtonpta.com</a></p> <p><b>DS</b> leading and planning underway. <b>Yearlinks</b> to be asked to help with the communications.</p>
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	<p><b>Ice Lolly Sale</b></p> <ul style="list-style-type: none"> <li>• Dates confirmed 24/25<sup>th</sup> May, 9/10<sup>th</sup> June, 30<sup>th</sup> June/1<sup>st</sup> July after school</li> <li>• After school club children to be allowed to buy</li> <li>• Cool boxes requested for storage</li> <li>• Yr 6 &amp; Parent volunteers</li> <li>• Match funding volunteers to be included</li> </ul>	<p><b>HM</b> to ask for Yr6 volunteers via WhatsApp group</p> <p>Advertise on PTA board – office has the key</p>
5	<p><b>Future events/AOB</b></p> <p><b>T-shirts for Sports Teams</b></p> <ul style="list-style-type: none"> <li>• Agreed to get a quote for cross country t-shirts and put on agenda for next meeting</li> <li>• Option to buy outright or rent</li> <li>- Need to make it clear if they are to be returned</li> <li>- Write number on T-shirt label and have a list of names who have borrowed with the number of the shirt against each name so can trace easily.</li> <li>- Include as part of second hand uniform?</li> <li>• Change design as two teams run in red</li> <li>- Perhaps ask for new design from either Kelly or Natalie Walker</li> </ul> <p><b>Defibrillator location</b></p> <ul style="list-style-type: none"> <li>• School need to decide if they want a lockable cupboard or happy with it to be open but out of children’s reach</li> </ul>	<p>Agenda point for next meeting</p> <p>CF to check with MW</p>
6	<p><b>Car Parked</b></p> <ul style="list-style-type: none"> <li>• <b>Picnic and Poetry</b> MW needs to confirm if going ahead.</li> <li>• <b>Rubbish Club</b> – litter pickers confirmed at school. To be revisited</li> </ul>	
7	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Gardening Club, Grounds Working party to be revisited</li> </ul>	
	<p><b>Agreed Dates of next meetings. TBC</b></p> <ul style="list-style-type: none"> <li>• <b>Date within w/c 13<sup>th</sup> June 7-8.30pm TBC pending agreement with MW as his attendance necessary to finalise a number of agenda points.</b></li> <li>• <b>Please notify secretaries (<a href="mailto:secretary@aldryngtonpta.com">secretary@aldryngtonpta.com</a>) of any agenda items in advance.</b></li> </ul>	<p><b>SBy / SD</b> – will create agenda and communicate date for next meeting. Sby will create zoom link for the meeting and circulate via FB/parent mail from office.</p>

Sarah Byrne / Sara Deadman Secretaries for Aldryngton School PTA [secretary@aldryngtonpta.com](mailto:secretary@aldryngtonpta.com)

1st written: 29.4.22