



# PTA Meeting Minutes

Held on 1 July 2022

**Present Committee:** Kate Johnson (Chair) (KJ), Priya Ahluwalia Gupta (PA), Mark Wieder (Head), David Spedding (DS), Caroline Fenning – Deputy Head (CF), Sarah Byrne (SBy), Amanda Ellis-Walker (AE), Toshiko Nader (TN), Michelle Felton (MF)

Item	Minutes	Action
	<p><b>Welcome and apologies.</b>  <b>Note short meeting, not a full committee meeting. Matters arising from the meeting 28<sup>th</sup> April will be on the agenda for the next full meeting.</b></p>	
1	<p>Smart Board Replacement.</p> <ul style="list-style-type: none"> <li>MW updated on issues the failing smartboards were causing for teachers and pupils. Cameras in the corners are failing (these are not replaceable parts) so a new board is the only option. New smart boards no longer use projectors.</li> <li>Maiden Erlegh head has kindly offered a surplus smartboard to Aldryngton.</li> <li>5 boards are required to replace failing. 4 or 5 to purchase – depending on the condition of the board offered from Maiden Erlegh.</li> <li>Process to procure is 3 quotes obtained by Julia Franks (JF) with input from IT on spec. Smart boards are approx. 3k per unit.</li> <li>PTA asked if Wokingham or the school budget could fund the smartboards. MW confirmed that this is not an option from Wokingham and the school budget was set before the issue of the failing smart boards became apparent.</li> <li>DS confirmed that the PTA currently has funds of approx. 31.5k (excluding sinking fund ) available with additional funds due this term from match funding the try a tri and the Eid fayre proceeds.</li> <li>It was agreed unanimously by those present to fund the 4/5 boards required asap to ensure in place for September.</li> <li>A more detailed plan to discuss funding and phased purchasing of the remaining replacements will be discussed once the initial 4/5 boards have been purchased.</li> </ul>	<p>MW to confirm with Maiden Erlegh if the smartboard offered is working and will suit requirement.</p> <p>MW to ask JF to obtain 3 quotes for review. 4/5 boards.</p> <p>MW to reach out to local/ Earley schools to determine if they are due to purchase smartboards and explore joint procurement to buy in bulk.</p>
2	<p>Meeting Format for year 2022/2023</p> <ul style="list-style-type: none"> <li>Discussed fixing the dates for the PTA meetings for the next academic year and using a variety of days, formats (in person/online), and times to ensure all can access PTA meetings.</li> <li>Agreed that the AGM will be held, in person, provisionally on evening Tuesday 4<sup>th</sup> October.</li> <li>21 days' notice of the AGM date must be given.</li> <li>Vacant core officer roles to be circulated</li> <li>PTA will advertise for volunteer teams for WAP, December Fair, Disco, Christmas Card early September 2022 to enable pre-planning to take place and reduce AGM agenda/duration.</li> </ul>	<p>MW to send PTA committee school calendar to enable the PTA to propose/publicise dates for meetings across the year 2022/2023</p> <p>MW to confirm 4<sup>th</sup> October for AGM</p> <p>PTA Officers – identify vacancies Sept 2022 / advertise meeting date and for volunteer teams asap.</p>
3	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>Outdoor equipment.</li> <li>It was discussed that any outdoor equipment funded by the PTA should benefit all school year groups as far as is possible.</li> <li>Kate Johnson suggested a charity called OPAL (Outdoor play and learning) who survey and suggest creative ideas for outdoor school areas FOC.</li> </ul>	<p>MW to look at what Opal offer before next meeting</p> <p>SBy – include items on Agenda for AGM</p>

	<ul style="list-style-type: none"><li>• A review of outdoor areas/equipment ideas will be an agenda point for the next full PTA meeting in the Autumn term. Also include FS drainage issue which may need PTA funds to fix.</li></ul>	
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*1st written: 6.7.22*