



PTA Meeting Minutes

Held on 5th October 2022

Present Committee: Kate Johnson- Chair (KJ), Mark Wieder- Head (MW), Caroline Fenning – Deputy Head (CF), Freya O'Mara - Co-Chair (FOM), Sara Deadman (SD), Priya Ahluwalia Gupta (PA), Tina Shepherd (TS), David Spedding (DS), Sarah Coleman (SC), Toshiko Nader (TN), Michelle Felton (MF) , Jo Beales (JB), Shu Zhang (SZ) – 13 attendees

Item	Minutes	Action
	Welcome and apologies	
1	<p>Chair's report (KJ)</p> <p>This has been a year where the PTA has slowly had the chance to return to normal as covid restrictions eased. Our PTA year started, and ended, with Try-aTri – making up for lost time we had two in this academic year. We started to return to our much loved celebrations including – an outdoor Christmas Fayre in December '21. We had brilliant outdoor discos in spring and summer term with a welcome return of the parents' lounge in the summer sunshine. We also had the return of an old favourite – Happy Circus alongside our new celebration of the Eid Fayre. Within the school day we had events like wrap-a-present and Easter Egg hunts back in person as well.</p> <p>All these events were lead by parent volunteers and gave our children so many memories and new experience – I would like to thank them all.</p> <p>Across all of the activities of the PTA we raised just over £30 000 to support the school. Much of this came from match funding and I encourage the PTA to continue to develop relationships with working parents to help access support from employers.</p> <p>We have committed to supporting the school to replace the classroom smartboards, which is important in the school. But one area to build on for this next year is to plan projects that can bring the school together. In thinking about our funding strategy to help us support the school in several meetings parents expressed that they wanted to support all age groups at the school and provide things that will truly last.</p> <p>One area that is still ongoing is road safety – after an accident injuring a Maiden Erlegh pupil on Silverdale Road - PTA members asked questions at both the Earley Town Council and Wokingham Borough Council meetings. Councillor Martin Heath (martin.heath@wokingham.gov.uk) is following up on this and hopes to have new plans by November. I hope that the PTA continues to raise its voice in the planning – we are the parents walking our children to school and negotiating the challenges of safe drop offs every day. We were welcomed to both meetings and our questions were listened to; I have real hope that that we will be included as stakeholders in the planning process.</p>	

	<p>There have been lots of changes in our school community – changes from covid, new school leadership and the intrinsic change of all schools with families moving on and new families joining. I really hope that in this next year the school community strengthen their relationships so that we can build our community together.</p> <p>Kate Johnson, October 2022</p>	
2	<p>Treasurer's report (DS) (see appendix for full report)</p> <ul style="list-style-type: none"> • Raised Net £14,877 for last year. • Match funding contributed Net £16,565. <ul style="list-style-type: none"> - Without this we would have made a small loss. - Need to recruit more families. • Pool Club raised Net £289 compared to £1,767 last year <ul style="list-style-type: none"> - Need to consider options as cost of chemicals etc have tripled. • Available funds as of August 2022 - £18,210. <p>Introduction</p> <p>This is the PTA's annual financial report for the 2021-22 academic year. In the past year, we have been able to return to running large scale activities for the school children which in turn has provided more fundraising income and allowed positive learning experiences, since the Covid-19 restrictions were reduced.</p> <p>Financial Performance</p> <p>The PTA have raised £54,562.51 of income this year driven by the return of the Try-a-tri (twice), the Christmas Fayre, Happy Circus and the Eid Summer Fayre, which is the first time the PTA have held an outdoor event celebrating Eid.</p> <p>The PTA committed £17,201.06 of these funds to the school, which went towards purchasing new books and providing Teachers with funds to buy items specifically for their classrooms.</p> <p>After deducting expenses and the funding provided to the School, the PTA made a profit of £14,876.79 for the year.</p> <p>In addition to all the wonderful fundraising activities, we are also very glad to receive corporate match funding, which in the year totalled £16,565. A big thank you goes to Hemant, Tina, Louise, Anna, Vani, Derek, Vignesh, Heather, Dixita and Jun Yu for arranging to help at the various events and applying to their respective employers to gain the additional match funding.</p> <p>If your employer has a Benevity scheme and you can claim match funding, please contact the PTA Officers and let us know, so that</p>	<ul style="list-style-type: none"> • Increase smaller activities such as non-uniform days as incur less effort/time. • Look at other methods for donations to be received: bucket, QR reader, card reader. • Be wary of Crowdfunder due to charges incurred, can only action one payment at a time, payments being forgotten. • Need to discuss Finance Strategy at next meeting. • Match Funding not utilised fully, require a process to catch a database of parents who work for companies where this is available. TS to investigate this further.

	<p>we can help get you involved in the future fundraising activities. Email: ptaofficers@aldryngtonpta.com</p> <p>Fundraising in 2022/23</p> <p>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.</p> <p>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.</p>	
3	<p>Head Teacher's report (MW)</p> <p>Like all schools in the country, we are in a position of financial uncertainty with the likelihood of significant unbudgeted pay awards for both teachers and support staff. This combined with the significant increase in price of both energy and rate of inflation for other products means that we could have a significant in year over spend in our school budget. Usually in situations such as this, additional grants are provided by the government to fund this. However, at this stage, there is no indication of this happening.</p> <p>Whilst when setting the budget, we set a contingency amount to cover events that could happen, it is likely that this will be completely wiped out by the end of the financial year. Therefore, as a school, we are in a position where we will need to reduce spend and generate extra income. This is where the PTA can make a big difference. I am extremely thankful for the large sums generated last year.</p> <p>Due to the current financial uncertainty, we are pausing on spend in most areas until there is more certainty on whether or not there will be additional government funding. We will continue with the upgrade programme on the interactive whiteboards agreed at the last meeting for current boards that are showing signs of failing. Once things become clearer, we can further develop our planned strategy for spend</p>	<ul style="list-style-type: none"> • Discussion regarding bringing the community together in decision making of big purchases. • Other schools break large projects into stages communicating these to all and raising funds for specifics.
4	<p>Election of Roles</p> <ul style="list-style-type: none"> • Chair – Freya O'Mara nominated by KJ, seconded by TS. Appointed • Vice-Chair – Tina Shepherd nominated by KJ, seconded by FOM. Appointed 	

	<ul style="list-style-type: none"> Co-secretary – Michelle Felton nominated by KJ, seconded by DS. Appointed Co-treasurer – no nominations received. 	
5	<p>Upcoming events</p> <ul style="list-style-type: none"> Disco (Thurs 20th Oct) <ul style="list-style-type: none"> Lead Natalie Stenson & Kelly Peacock. TENS applied for by Sarah Byrne. Family lounge lead Victoria Duffield. Quiet Area raised on parent's survey. WAP (w/c 21st Nov) <ul style="list-style-type: none"> PA to continue to lead but would like to recruit a volunteer to shadow with a view to taking over. Santa's grotto (Sat 3rd Dec) <ul style="list-style-type: none"> PA to continue to lead Santa recruited (Oliver O'Mara) in person this year Need gifts & volunteers Christmas Fayre (Sat 3rd Dec) <ul style="list-style-type: none"> FOM to lead Inside/outside hybrid to give extra room Need match funding volunteers Easter Egg hunt (w/c 27th March) <ul style="list-style-type: none"> Tiffany Forshaw & Hannah MacIndoe to lead Pool Club opens w/c 24th April <ul style="list-style-type: none"> Jo Beales stepping down Currently unviable as costs increasing and significant drop in members due to losing weekends Need to explore options of someone other than Mr Bridge to open site Last year greater number of attendees after school Send a survey to parents for feedback Send info to FS parents to give them a better understanding and explore options re membership due to under 5's Try-a-Tri (Sat 17th June) <ul style="list-style-type: none"> DS to lead, discuss closer to the time. Eid Fayre (Fri 7th July) <ul style="list-style-type: none"> Shamse Rahman Ali to lead, needs volunteer to co-lead Make the rules day (Tues 18th July) <ul style="list-style-type: none"> To be discussed closer to the time. Diwali Fayre (4th Nov after school in Hall) 	<p>Quiet Area KJ to action</p> <ul style="list-style-type: none"> Separate room with colouring/board games. <p>Email detailing volunteer roles to be put together to communicate what is involved.</p> <p>Sign-up sheets outside of classrooms could be re-visited</p> <p>Need new Lead volunteer</p>

	<ul style="list-style-type: none"> - Shweta Bist-Jaryal to lead - Consider 1 way system to reduce crowding - Request after school club uses another room that day - Consider Early St Peter's fireworks display is the same night; could we join up with them somehow? - Need volunteers to clear up - Needs a finish time. 	Shweta to continue to plan event with help from volunteers
6	<p>Clarification of PTA Constitution</p> <ul style="list-style-type: none"> • Proposed amendments put forward by TN and MF (see appendix) • Aim to clarify wording to remove ambiguity • Will be discussed fully at the next meeting • Issues for consideration: <ul style="list-style-type: none"> - Impact on Parentkind insurance - Can the wording cover all variables and interpretations? - Changes have been made twice in the last two years. - Charity Commission will need to be notified. 	<p>MF & TN to explore impact on ParentKind insurance</p> <p>MF & TN to work with MW on agreeable wording.</p>
7	<p>AOB</p> <ul style="list-style-type: none"> • Cash 4 Coins initiative not profitable as we cannot change small amounts of currency over the counter. Decided not to pursue this year. • Santa Run <ul style="list-style-type: none"> - Decided to run as a school event due to state of living crisis and time of year. - Agreed to give FS hats as other years were given previously. - Look to run a similar fundraising event at different times of the year: Easter or start of next Autumn term - Discussion moved to trying to ensure all faiths have an event. Needs further exploration. • Second Hand uniform additional process <ul style="list-style-type: none"> - TS to work on a process to help families in need of free uniform to access easily and anonymously. Committee agreed that this could be free of charge. - Second hand uniform rail at Eid Fayre was free or donations "if you can" raised £40. - Wash and return service for items that are named for a small fee suggested. Majority of items are unnamed. - Book bags are rarely donated so request for donations to be made. - Reminder to be sent to parents including email address to send requests to and continue to utilise Facebook and WhatsApp groups. • Re-name & re-define Coffee Morning to be discussed at next meeting. 	<p>TS to continue to build a process for this.</p> <p>Look at donation rails for other events and school meetings?</p>

8	<p>Date of next AGM – Wed 27th September 2023 (time TBC)</p> <p>Date of next Committee meeting – Fri 4th November 2022 (proposed time 2.30-3pm, consider moving earlier due to Diwali fayre), virtual and in person.</p>	<p>FOM to confirm timings with MW for next meeting</p>
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Sara Deadman/Michelle Felton Secretaries for **Aldryngton School PTA** secretary@aldryngtonpta.com

1st written: 07.10.22

2nd draft 19.10.22

	Income		Expenditure		Net	
	01/09/2021	01/09/2020	01/09/2021	01/09/2020	01/09/2021	01/09/2020
	to 31/08/2022	to 31/08/2021	to 31/08/2022	to 31/08/2021	to 31/08/2022	to 31/08/2021
Events and Activities						
Summer Fayre	£4,998.66	£0.00	£2,296.80	£0.00	£2,701.86	£0.00
Try a Tri	£4,503.48	£0.00	£2,201.03	£135.70	£2,302.45	(£135.70)
Christmas Fayre	£2,956.54	£0.00	£829.72	£0.00	£2,126.82	£0.00
Circus	£5,756.01	£0.00	£3,703.90	£0.00	£2,052.11	£0.00
Wrap A Present	£2,987.85	£2,433.03	£1,341.19	£1,971.99	£1,646.66	£461.04
Disco	£2,875.13	£1,313.31	£1,550.56	£245.00	£1,324.57	£1,068.31
Ice Lolly Sale	£832.84	£294.54	£170.00	£53.00	£662.84	£241.54
Easter Egg Hunt	£756.00	£810.91	£205.70	£208.73	£550.30	£602.18
Non Uniform Day	£445.28	£1,159.17	£0.00	£0.00	£445.28	£1,159.17
Secondhand Uniform	£443.60	£80.00	£0.00	£0.00	£443.60	£80.00
Cake Sales	£307.40	£0.00	£0.00	£0.00	£307.40	£0.00
Pool Club	£3,140.16	£3,951.96	£2,851.41	£2,185.13	£288.75	£1,766.83
Christmas Cards	£768.50	£798.25	£566.20	£581.40	£202.30	£216.85
Zoom Santa	£306.00	£377.00	£160.00	£90.80	£146.00	£286.20
Make The Rules Day	£110.50	£523.05	£0.00	£0.00	£110.50	£523.05
Textile Collection	£100.20	£304.50	£0.00	£0.00	£100.20	£304.50
Santa Run	£95.00	£1,529.60	£59.04	£67.68	£35.96	£1,461.92
Parent Bar	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Christmas Puddings	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Bingo & Curry Night	£0.00	£264.00	£0.00	£66.50	£0.00	£197.50
2p Trail	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Wine Tasting	£0.00	£439.00	£0.00	£384.00	£0.00	£55.00
Half Term Safari	£0.00	£403.00	£0.00	£0.00	£0.00	£403.00
Quiz	£0.00	£100.00	£0.00	£0.00	£0.00	£100.00
Spooky Halloween Competition	£0.00	£117.52	£0.00	£0.00	£0.00	£117.52
Walk To Wembley	£0.00	£472.34	£0.00	£0.00	£0.00	£472.34
Christmas Grand Draw	£0.00	£0.00	£30.50	£0.00	(£30.50)	£0.00
Donations						
Unrestricted donations	£0.00	£0.00	£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	£0.00	£0.00	£0.00	£0.00	£0.00
Crowdfunder Donations	£0.00	£165.66	£25.21	£0.00	(£25.21)	£165.66
Miscellaneous Items						
Misc	£40.57	£0.00	£693.40	£1,059.40	(£652.83)	(£1,059.40)
Internet Sales Commission	£239.53	£246.57	£0.00	£0.00	£239.53	£246.57
Stampastic	£0.00	£5.50	£0.00	£0.00	£0.00	£5.50
PTA Fund Raising	£512.76	£0.00	£0.00	£0.00	£512.76	£0.00
Interest	£21.09	£4.10	£0.00	£0.00	£21.09	£4.10

Match funding - Circus	£4,985.50	£0.00	£1,500.00	£0.00	£3,485.50	£0.00
Match funding - Summer Fayre	£1,400.00	£0.00	£0.00	£0.00	£1,400.00	£0.00
Match funding - Summer Activities	£4,100.35	£9,563.75	£650.00	£3,808.00	£3,450.35	£5,755.75
Match funding - Try a Tri	£4,704.12	£0.00	£800.00	£0.00	£3,904.12	£0.00
Match funding - WAP	£5,775.44	£6,113.36	£2,850.00	£2,430.00	£2,925.44	£3,683.36
Match funding - XMas Fayre	£1,400.00	£0.00	£0.00	£0.00	£1,400.00	£0.00
Funding Request	£0.00	£0.00	£9,889.84	£22,698.90	(£9,889.84)	(£22,698.90)
Classroom projects	£0.00	£0.00	£787.64	£0.00	(£787.64)	£0.00
School	£0.00	£0.00	£10.02	£0.00	(£10.02)	£0.00
Previous Year	£0.00	£0.00	£6,513.56	£0.00	(£6,513.56)	£0.00
	£54,562.51	£31,470.12	£39,685.72	£35,986.23	£14,876.79	(£4,516.11)

Balance of accounts as at 31st August 2022

Reserve Account	52,854.93
Capital Account	4,415.31
Current Account	150.00
Total bank	<u>57,420.24</u>
Petty Cash	420.47
Total PTA Funds	<u>57,840.71</u>

Committed and restricted funds

Capital Account (reserve)	4,415.31
Uncleared income and expenditure	98.34
Funds already committed to School	22,724.88
Ongoing items (estimate)	4,500.00
Cake sale (restricted funds)	307.40
Sinking Fund	7,584.69
	<u>39,630.62</u>

Available Funds for spending

Balance	<u><u>18,210.09</u></u>
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David Spedding

Treasurer Aldryngton PTA

October 5th 2022

Appendix 2

Proposed Amendment of the Aldryngton Primary School PTA Constitution

We propose an amendment of the following section of the PTA Constitution for the purpose of clarifying the 2.1.

Current

2. Objects

The object of the PTA (the *Objects*) is to advance the education of pupils in the school in particular by:

2.1 Developing effective relationships between the staff, parents and others associated with the school;

2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Proposal

2. Objects

The object of the PTA (the *Objects*) is to advance the education, development and well-being of the pupils in the school in particular by:

2.1 Developing effective relations in the school community, including by:

2.1.1 Developing a network among the staff, parents, guardians, carers and others associated with the school, which is supportive and inclusive;

2.1.2 Promoting partnership between home and school by providing opportunities for members of the school community to discuss matters relating to education and welfare of children.

2.2 Engaging in activities or providing facilities or equipment which support the school and the education, development and welfare of the pupils.