



## PTA Meeting Minutes

Held on 4<sup>th</sup> November 2022

**Present Committee:** Freya O'Mara- Chair (FOM), Mark Wieder- Head (MW), Caroline Fenning – Deputy Head (CF), Sara Deadman (SD), Tina Shepherd (TS), David Spedding (DS) – 6 attendees

Item	Minutes	Action
	<b>Welcome and apologies</b>	
1	<p><b>Minutes of last meeting (AGM) 5<sup>th</sup> October 2022 -</b> Outstanding actions/agenda points:</p> <ul style="list-style-type: none"> <li>Email detailing volunteer roles to be put together and communicated via ParentMail</li> <li>Pool Club needs volunteer to lead</li> <li>Second Hand Uniform additional process</li> <li>Coffee morning re-purpose/rename</li> </ul>	<ul style="list-style-type: none"> <li><b>TS</b> to collate and communicate on all channels.</li> <li><b>TS</b> to ask last year's members to see if there are any volunteers</li> <li><b>TS</b> has agreed process to make uniform accessible. Gaining donations and receiving emails to request items. Adding rails to upcoming fairs.</li> <li>Moved to "car parked" as Toshiko Nadar unable to attend</li> </ul>
2	<p><b>Treasurer's report (DS) (see appendices &amp; attachments for full report)</b></p> <ul style="list-style-type: none"> <li>Key income last half term was the School Disco on the 20<sup>th</sup> Oct 2022 which raised £1,194</li> <li>Diwali Fayre will be included in the next report in January.</li> <li>Available funds £17,568 including the £15,000 earmarked for new smartboards.</li> <li>Match Funding, need to find new parents who can do this especially for Wrap a Present</li> </ul>	<ul style="list-style-type: none"> <li><b>TS</b> to send email to parents to explain Match Funding and request volunteers once Vice-Chair email is fixed. Message to include that PTA can qualify as registered charity.</li> </ul>
3	<p><b>Head Teacher's report (MW)</b></p> <ul style="list-style-type: none"> <li>Due to the current climate, the forecast for the school's finances is not good. Teacher and Teaching Assistant's salaries are increasing as are energy bills. There may be Government funding in the future but nothing has been confirmed. We will wait until January to commit to any expenditure. Moving forward we can provide a funds update stating that we've raised "X" and need "X" for what we want to purchase such as new play equipment.</li> </ul>	
4	<p><b>Events this term</b></p> <ul style="list-style-type: none"> <li>Wrap a Present (w/c 21<sup>st</sup> Nov) Priya to lead</li> <li>Santa's Grotto (Sat 3<sup>rd</sup> Dec) Priya to lead</li> <li>Christmas Fayre (Sat 3<sup>rd</sup> Dec) FOM to lead</li> </ul>	<ul style="list-style-type: none"> <li>Ask Priya to communicate the exact dates asap.</li> <li>Not discussed as Priya unable to attend</li> </ul>

	<ul style="list-style-type: none"> <li>• Bag2School date TBC (2<sup>nd</sup>/3<sup>rd</sup> Dec)</li> <li>• Christmas Jumper day (Thurs 8<sup>th</sup> Dec)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>FOM</b> to organise a separate meeting to finalise and to communicate details asap</li> <li>• <b>TS</b> volunteered to oversee but would like a volunteer to share. Will be advertised after the Diwali fayre. Spare bags in the school office to be distributed to Foundation Stage to give an understanding of what it is.</li> <li>• <b>TS</b> collecting donations of Christmas Jumpers to offer to those who would like one. Rail to go out at Christmas Fayre.</li> </ul>
<b>5</b>	<b>Future events/actions</b> <ul style="list-style-type: none"> <li>• Quotes for new Smart Boards – approval?</li> <li>• YearLinks – do we need to revisit?</li> </ul>	<ul style="list-style-type: none"> <li>• Unanimous agreement to approve purchase of 6 Smart boards using Inspired ICT. <b>MW</b> to action.</li> <li>• <b>DS</b> to communicate via WhatsApp to ask if current YearLinks are happy to continue and to communicate a list of YearLinks to committee.</li> </ul>
<b>6</b>	<b>AOB</b> <ul style="list-style-type: none"> <li>• Carol singing at Maiden Erlegh lake Sat 17<sup>th</sup> Dec at 4pm, collecting tins requested to raise money for PTA</li> <li>• George Bridges asked for a directory of parents with skills that can be used in school such as plumbers, painters builders, carpenters etc.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>TS</b> to confirm with Catherine Holt that there are collecting tins in the PTA garage that can be used.</li> <li>• <b>TS</b> to speak with Vicki Duffield to add a page to the PTA website with links to local businesses as a reciprocal benefit/free advertising in return for helping the school. <b>MW</b> to include in Weekly Update.</li> </ul>
<b>7</b>	<b>Car Parked for next meeting</b> <ul style="list-style-type: none"> <li>• PTA Constitution amendment.</li> <li>• Coffee morning re-purpose/rename</li> </ul>	<ul style="list-style-type: none"> <li>• Car Parked as Michelle Fenton unable to attend.</li> <li>• Car Parked as Toshiko Nadar unable to attend.</li> </ul>
<b>8</b>	<b>Date of next AGM – 10<sup>th</sup> January 2023 at 7pm via Teams</b>	<ul style="list-style-type: none"> <li>• <b>Teams link to be included in meeting agenda.</b></li> </ul>

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1st written: 04.11.22

**Appendix- Treasurer's Report (Available Funds), see attachments for Accounting & Receiving and Accounts Summary**

PA Funds Available to be allocated

Balance of accounts as at 1st November 2022

Reserve Account	47,143.06
Capital Account	4,415.40
Current Account	<u>150.00</u>
Total bank	<u>51,708.46</u>
Petty Cash	<u>104.52</u>
Total PTA Funds	<u>51,812.98</u>

Committed and restricted funds

Capital Account (reserve)	4,415.40
Uncleared income and expenditure	98.34
Funds already committed to School	17,625.83
Ongoing items (estimate)	4,500.00
Cake sale (restricted funds)	20.65
Sinking Fund	<u>7,584.60</u>
	<u>34,244.82</u>

Available Funds for spending

Balance	<u><u>17,568.16</u></u>
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