



PTA Meeting Minutes

Held on 9th June 2023

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), Michelle Felton (MF), Priya Ahluwalia Gupta (PA), Tiffany Forshaw (TF) – 9 attendees

Item	Minutes	Action
	Welcome and apologies- Apologies from Natalie Stenson, Shamse Rahman Ali and Victoria Duffield.	
1	<p>Minutes of last committee meeting 19th April 2023 - Outstanding actions/agenda points:</p> <ul style="list-style-type: none"> • PTA finance strategy & funding procedure – parked • Table of School Fundraising Requests – sensory trail park • Yearlinks – are they happy to continue or do we need to recruit? • Has the school council used the £500 for play equipment? – on order should be delivered before the end of term • Charity Commission update – committee details actioned? 	<ul style="list-style-type: none"> • MF to compile table of fundraising requests. • Sensory trail – MW spoke with Mrs Boba but no firm quotes at present. Agreed to wait to discuss with the new SEN leader in September. • TS to ask current Yearlinks and approach new cohort in September. • MW to advise PTA when we can come in to take pictures of the new equipment for the newsletter. • Need to confirm Charity Commission with DS.
2	<p>Treasurer's report (DS) (see attachments for full report)</p> <ul style="list-style-type: none"> • Raised - Disco raised around £1K plus match funding and second hand uniform raised £260 • Expenditure – drama workshop £3,500 • Available funds- £23,700 • Finance statement from accountant – profit £15k, net reserves £55k 	<ul style="list-style-type: none"> • DS & FOM to sign off finance statement by the end of the month.
3	<p>Head Teacher's report (MW)</p> <ul style="list-style-type: none"> • Subject leaders were asked to consider if there was anything that they would like to ask the PTA for. Miss Finn (PHSE lead) asked to update the current PHSE scheme. Current system (Jigsaw) allows access to books and PDFs that the teachers have been adapting to keep up to date. Request to update to a 3 year subscription £2656.65 (20% discount). Includes regularly updated information, focus on resilience, autism awareness, further teacher training and parents can view the teaching online. 	<ul style="list-style-type: none"> • Unanimously agreed. It was thought it would be best to give stability to the teachers in order to teach this more effectively instead of opting for a 1 years subscription. The school will look to include this in their normal budget if it is deemed to be a success.
4	<p>Events this term</p> <ul style="list-style-type: none"> • Ice lolly sales (9th, 23rd, 30th June) – Anil Madineni leading and all organised. 	<ul style="list-style-type: none"> • DS to continue to recruit volunteers for the Try-a-Tri and consider spot prizes for sportsmanship, trying hard etc.

	<ul style="list-style-type: none"> • Try-a-Tri (17th June) – Need more volunteers especially for the BBQ to go ahead. If necessary, request for volunteers for helping with the races can be made on the day but the BBQ requires a briefing on food safety prior. Require 3 people on each shift and second BBQ for veg options. • Eid Fayre (14th July) – Shamse Rahman Ali is leading and asked for gazebos. Some were damaged in bad weather so either need to buy new ones or ask parents to borrow. • Make the Rules Day (Tues 18th July) – TS believes we have the previous poster in the shared drive. Agreed best to use cash pots and QR code so we don't incur fees from crowdfunder. 	<ul style="list-style-type: none"> • FOM has communicated this to Shamse. DS also to share knowledge regarding catering. • Make the Rules day requires a lead.
5	<p>Future events/actions</p> <ul style="list-style-type: none"> • Diwali fayre (Fri 13th October)- Shweta Bist-Jaryal leading • Autumn disco (Thurs 19th October) – Natalie Stenson leading • Create-a-card revamp- SD to lead. Parents feedback from last year was that it would work better if completed at school. MW has agreed that this could be undertaken during lessons in September. • PTA FS Coffee Morning (Autumn term) • Bag 2 School collection booked 3rd October (TS to lead). 	<ul style="list-style-type: none"> • SD to speak with Brenda Goodchild to put together templates or examples to inspire the children. • TS to liaise with MW to confirm a date for coffee morning for the end of September.
6	<p>AOB</p> <ul style="list-style-type: none"> • Litter Picking Club – Children to join the club by designing a poster about litter picking. They then receive a badge and a certificate. The club will meet monthly on a class rotation to litter pick in the school grounds. Logoed high vis vests and gloves/grabbers will be provided and logo stickers placed on the school bins. Quotes from local company – 500 badges with logo, Waterproofed stickers, High vis vests, 5x grabbers/gloves total £415 ex VAT. • Use of Climbing frame/parent volunteers- MW confirmed that the use of the climbing frame has been restricted by staffing levels and wet weather (3 children to date have broken their arms using the larger monkey bars). Any parent volunteers would need to be vetted and trained akin to the reading scheme– DBS checked, references, attend a safeguarding induction. <p>MW advised that he would be happy to set up a bank of parents meeting this criteria who could be called in the event that staff levels are low. If any parents wish to be added to the volunteer bank, they should</p>	<ul style="list-style-type: none"> • Unanimously agreed to proceed with litter picking club and the quote obtained. TF to lead and coordinate purchase of items with school office. • Need to speak with parents regarding volunteering for supervising the climbing frame. • Need to communicate to parents all cakes nut free at next cake sale. Events with catering need to include allergies within risk assessment and advertise what food/ingredients will be available. Consideration given to allergies when purchasing but also alternatives based on religious beliefs eg gelatin. If a child has severe allergies, parents should make the PTA aware.

	<p>consult the Volunteer Policy which is available on the school website.</p> <ul style="list-style-type: none"> • School reminders – Nut free cake sale, signing in when on site (DBS required) – Discussion held regarding future events. 	
7	<p>Car Parked for next meeting</p> <ul style="list-style-type: none"> • Father’s Day WAP – to be discussed Autumn term • Pool Club 2024 – new ideas • Book swop – Autumn term 	
8	<p>Date of next meeting - AGM Wed 27th September 2023</p>	<ul style="list-style-type: none"> • Teams link & time to be included in meeting agenda.

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1st written: 10.06.23

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