



PTA Meeting Minutes

Held on 9th October 2023

Present Committee: Freya O'Mara - Chair (FOM), Julie Culham (JC), Sara Deadman (SD), Priya Ahluwalia Gupta (PA), Tina Shepherd (TS), David Spedding (DS), Michelle Felton (MF), Anna Arrowsmith (AA), Lucy Griffin (LG), Victoria Duffield (VD), Orla (O), Chiang Canxing Zhou (CCZ), Natalie Stenson (NS), Antony Skrepetos (AS), Alan White (AW), Shweta Bist-Jaryal (SB) – 16 attendees

Item	Minutes	Action
	<p>Welcome and apologies – Apologies from Mark Wieder</p>	
<p>1</p>	<p>Chair's report (FOM) Welcome to our Annual General Meeting, especially to all the new faces who have joined us today! It is lovely to see you all and looking forward to another exciting fundraising marathon of a year.</p> <p>The 2022/23 year has felt like a bit of a reset. A chance to get fully back to "normal" post COVID. We had our Diwali and Christmas Fayres inside, with record takings, we had discos back in the school Hall, we had school trips to exciting places.</p> <p>Our children got to experience all of school life without restrictions and we all got to meet in person again.</p> <p>We've raised a fantastic amount in 2022/23 to support school funds - for books, play equipment, white boards and leavers party and gifts to name a very small few. We've given the children the opportunity to have a say in what equipment they play with by allocating them funds to vote for and choose that equipment themselves. We've also been able to successfully run our Pool Club in the Summer term and holidays, a very special shout out to Tina for taking on that mammoth task with a smile and great success!</p> <p>Match funding is critical to the success of our fundraising and I would encourage you to continue to explore if you or your peer group can match fund via their employer. It can deliver a huge amount of extra cash for our school. If you think you are able to support please do shout out and we can help.</p> <p>We have a number of roles that have become vacant for the coming year and I'd like to take the opportunity to highlight two key roles briefly - what each does - and how you could make a difference.</p> <p>Firstly Treasurer/Co Treasurer - this is a key offers role in the PTA framework and critical to managing the PTA successfully.</p> <p>You look after the cash! You dont need to have a finance background, just be able to commit some time each term to managing the profit and loss account for the PTA, signing the cheques, keeping us all up to date</p>	

	<p>with how money is being spent. We can't run the PTA without a Treasurer, so filling this role is fundamental to our continued success.</p> <p>Tri A Tri Organising committee - the Tri a Tri is unique in the Aldryngton calendar and loved by all our children past and present. This role will be to lead the coordination and planning of this key event.</p> <p>At the risk of sounding like an Oscars acceptance speech, I do have a few thank yous. Thank you to Mark and Julie (and Caroline!) and the school leadership team, all the teaching staff, the office stars (who have to chase me more than they'd like when I order lunches wrong) and Julia. I think we make a great team!</p> <p>Finally, I would like to say a huge thank you to my fellow officers.</p> <p>Tina, who has contributed so much this year as Vice Chair, with events big and small, including running second hand uniform and generally giving us all some get up and go! You are relentlessly positive and thoughtful and we really couldn't do it without you! Our Secretaries Sara and Michelle - you have both been fabulous in your organisation of both me ! and the PTA team and keeping us on track with dates, bookings and all the critical stuff. And to David, our outgoing Treasurer, who has been such a lynchpin of the machinations of the PTA machine over the last few years, not to mention Tri a Tri organiser extraordinaire. You will be sorely missed David, and thank you, you leave the finances in very good shape!</p>	
<p>2</p>	<p>Treasurer's report (DS) (see appendix for full report)</p> <ul style="list-style-type: none"> • Raised Net £29,000 for last year. • Spent £36,000- made a loss but the money spent has been reinvested into the school (6 smartboards, books, pantomime, playground equipment) • Match funding is down this year as parents have left and we haven't established any others who are eligible. • Reserves £50,000 of which £30,627 are committed leaving £19,000 available. 	<ul style="list-style-type: none"> • Orla works for Vodaphone and agreed to speak to her HR regarding match funding. • Re match funding – in most circumstances if eligible people help with the organisation of an event they can claim for the whole event as opposed to running a stall where they can only claim for the stall's profits.
<p>3</p>	<p>Head Teacher's report (written by Mark Wieder, presented by JC)</p> <ul style="list-style-type: none"> • NEW PHSE scheme purchased is working well. Post-Covid/mental health/LGBTQ+ resources updated and more structured. • Financial position is tricky – short of people on census day which has left us £12K lost. • Only 25% of parental contributions received for virtual museum trip. If this continues things will have to be cut (supposed to be 90%). Hardship is supported ok but will soon get cut or have to be supported by PTA. 	<ul style="list-style-type: none"> • Re: US trip contributions – suggested that as US children walk to school, parents are not at school to drop off donations at the office. Payment request via ParentMail would prompt response and give the opportunity for parents to

	<ul style="list-style-type: none"> • Drama workshops have been going well. • Sensory circuits approval – JC will be visiting schools soon to see in action (Colleton Primary School). 	<p>give more if desired. Could send a 'catch-up' communication to parents and tag payment onto another trip's payment request to pick up the shortfall.</p>
4	<p>Election of Roles</p> <ul style="list-style-type: none"> • Chair – Freya O'Mara nominated by TS, seconded by PA. Appointed • Vice-Chair – Tina Shepherd nominated by FOM, seconded by PA. Appointed • Secretary – Sara Deadman nominated by TS, seconded by FOM. Appointed • Treasurer – no nominations received. • Co-treasurer – no nominations received. • Co-secretary – no nominations received. 	<ul style="list-style-type: none"> • DS (Treasurer)- stepping down. • MF (co-secretary)- stepping down. • As the Treasurer position was not appointed an EGM has been called for Wednesday 1st November 7pm via Teams. SD to send out an agenda asap.
5	<p>Upcoming events that require a lead</p> <ul style="list-style-type: none"> • Christmas Tree decoration (Thurs 30th Nov) <ul style="list-style-type: none"> - Email received from Olena Pickavance volunteering to help - AW also agreed to help - NS to show them what to do. • Christmas Fayre (Sat 2nd Dec) <ul style="list-style-type: none"> - FOM to lead and assemble a committee - Need match funding volunteers • Try-a-Tri (Sat 15th June TBC) <ul style="list-style-type: none"> • Lead required. • Happy Circus (Fri 12th July – confirmed) <ul style="list-style-type: none"> • TS to lead and assemble a committee • Eid Fayre <ul style="list-style-type: none"> - Previous lead has now left the school and no volunteers have come forward as yet. - Discussed that this is the same time of year as Happy Circus and will probably need to do a smaller event or pair with the circus (perhaps running stalls at the circus). • Make the rules day (date TBC) <ul style="list-style-type: none"> - No lead volunteer received • Santa's grotto (Sat 2nd Dec) <ul style="list-style-type: none"> - PA to continue to lead but would like to find volunteers to take over before she leaves the school. - Santas recruited. 	<ul style="list-style-type: none"> • Need to confirm access to the hall after school on Thurs 30th Nov and Fri 15th Dec at 2pm to take Christmas Tree down. • DS to share names of volunteers from last year's Try-a-Tri to ask if they would consider leading. • Feedback from last Happy Circus was food purchased with ticket price did not work well as very time consuming. Serving our own food is considered to be most cost effective – hot dogs worked well at Christmas fayre. • FOM to speak with last year's Eid Fayre team - Discussion of previous events such as quiz and curry night or outdoor cinema. • Ask Anil Madineni if he would be happy to organise Make the Rules day.

	<ul style="list-style-type: none"> ● Disco (Thurs 19th Oct) <ul style="list-style-type: none"> - NS to lead but needs volunteers to learn the procedures with a view to taking over in two years. - TENS applied for by SD - Family lounge lead VD - Dates for Feb and May have been booked. ● WAP (w/c 20th Nov) <ul style="list-style-type: none"> - PA to continue to lead and train Tetiana Paniot and SD. ● Easter Egg hunt (TBC) <ul style="list-style-type: none"> - Tiffany Forshaw & Hannah MacIndoe to lead ● Pool Club (TBC) <ul style="list-style-type: none"> - TS to lead will require volunteers to help. - Agreed to purchase new pool hoover (subject to confirmation of price – quoted £4788). - Pool club made a deficit £4881 last year. - Need to look at options of opening times. 	<ul style="list-style-type: none"> ● PA to speak with Del regarding the fireplace background which was lent to the preschool. ● Orla volunteered to help with disco. NS to contact. ● SD to confirm with school that the ICT room is available for the week for WAP. ● TS to speak with school regarding Pool club options. ● DS will let Julia Franks know to proceed with pool hoover.
6	<p>AOB</p> <ul style="list-style-type: none"> ● Mother's day/ Father's day wrap-a-present <ul style="list-style-type: none"> - Suggestion received last year that this may be something to look into. - Would require a lead to coordinate purchase or donation of presents. No volunteers to lead at present so idea parked. ● Funding requests from the school: <ul style="list-style-type: none"> - Miss Stroud has asked for House Banners for sports day and sporting events. Each sail flag costs £140 and £20-50 for each base. Would need three sets totalling circa £600. Agreed - Miss Goodchild has asked if the PTA would run the art exhibition in the summer term as enjoyed by the children and would help towards our 'Art Mark'. Agreed - Mrs Dunn has asked for new class novels so children can have 1 between 2. US need 2 sets, MS need 4 sets, LS need 2 sets. Each set costs £400. Would also like to renew subscription to Junior Week magazine (£270), Aquila (£150) and First News (£360). Agreed ● Forest school club- LG felt that outdoor learning was extremely beneficial, and some local schools offer this. FACE ran a forest school club last term but have not communicated that this will be going ahead this term. ● Logo sports t-shirts for sporting events. Football kits are provided for school teams but other sporting events do not have a logo t-shirt. These give the school a more 'professional' image. Parents 	<ul style="list-style-type: none"> ● Agreed that PTA would help run the art event. Need further details from Miss Goodchild. ● Agreed that we would fund the books and magazines in principle but wanted to explore other avenues first. TS to speak with Mrs Dunn as may be able to receive books from parent donations (books are cycled every two years), could also put up a class-by-class amazon wishlist so parents could buy books directly for their child's class. ● LG to contact the school with her suggestions, establish further details and return to PTA with findings. ● TS to email school to discuss options and costs.

	could purchase these and donate them to second hand uniform for re-sale.	
7	Date of EGM – Wed 1st November 2023 7pm via Teams Date of next AGM – Wed 25th September 2024 (time TBC) Date of next committee meeting TBC	

Sara Deadman Secretary for **Aldryngton School PTA** secretary@aldryngtonpta.com

1st written: 10.10.23

2nd draft 18.10.23

	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.