

Minutes of the Aldryngton PTA meeting 12th Oct 2016

1. Present

Ruth Upton; Sarah Parkes; Anna Neffendorf; Elaine Stewart; Clair Harris; Jo Beales; Amanda Bates; Kay Blackaby; Sarah Coleman; Cherry Tilbrook

2. Apologies

Amanda Ellis; Emily Counihan; Michaela Thomas, Ruth Gairey,

3. Minutes of last meeting and matters arising

- Should we book Happy Circus in 2019 – **to be discussed early next year.**
- There were no other matters arising and the Minutes were agreed to be an accurate record of the meeting on 22nd June 2016.

4. Treasurer's report (attached)

The treasurer's report was discussed and is available on the PTA pages of the website.

- Foundation and other classes still to spend money from 2015/16 cake sales. It was agreed that all remaining balances will be spent by mid November or used to purchase further Numicon resources – **CH** to send details of outstanding balances to KB.
- The existing DJ booked for school discos will continue for the next two terms and then trial Froggy's Entertainment as they are used by other schools for their discos and charge a lower fee
- BT MyDonate Foundation Outdoor Appeal, need to agree how to progress as target has not been met and expansion plans may impact existing Foundation play area – to be discussed at a future meeting
- The signatories need to be updated on the bank account to replace Anna Neffendorf as signatory with Sarah Parkes. Referring to the Natwest Bank Mandate it was resolved that the signing rules in the current mandate for the PTA accounts detailed in section 2, be replaced in accordance with section 4; and/or the authorised signatories in the current mandate, for the Accounts detailed in section 2, be changed in accordance with section 5, and the current mandate will continue as amended.
- It was agreed that David Cullum would be appointed as our external examiner.

5. School funding partnership

- **CH** has updated the existing procedures governing spending requests and approvals.
- The PTA **approved** the following requests;
 - 17/1: Upper School Anti Bullying Week Texts (Angel of Nitshill Road) - £300
 - 17/2: Lower School Extended Reading Scheme books Emerald level. - £300
 - 17/3: Lower School Extended Reading Scheme books Ruby level - £300
 - 17/4: Lower School Extended Reading Scheme books - texts for group reading - £300
 - 17/5: Microphone (replacement) - £100
 - 17/6: 2 x gazebos for use at PTA and school events (replacements) - cost tbc

6. PTA class representatives

The meeting reviewed and discussed the list of volunteers for the PTA CR position, the PTA is grateful to those parents for volunteering and it was agreed that all would be appointed. **MT** to contact class reps to confirm their appointment before the end of half term.

7. PTA response to expansion

- **AE** to write PTA response letter to the council once formal consultation starts.

8. Events this term:

Second hand uniform sales – arranged for the 17th October.

Disco – **MT** to notify Mrs Alberti that the parent bar will take place in her classroom. **MT** confirmed the TEN licence had been applied for.

Personalised Christmas Cards – **MT** There has been a similar response to previous years so far with 104 templates returned. All in hand, sample cards should be back from printers in time to distribute to classes before the end of next week.

Christmas Puddings – Early stages of process, Sabine has it all in hand.

Wrap a Present – **MT** This is in hand with the majority of items purchased in the last January sales. Selection boxes to be purchased when offers are available in supermarkets. Need to enlist some parents to make up handmade chocolate / sweet gifts as these always sell well (**JB** volunteered to help with this). **MT** will put a box in the office after half term holiday to collect wrapping paper donations.

Christmas Fayre - A planning meeting took place on 26th September and was very productive. **AN** confirmed that she would not be doing the Grand Draw this year so a new parent must take responsibility of it. **MT** to send out a request for a volunteer ASAP.

Class Christmas Parties – PTA to provide budget for class parties, this year the budget is £30 for class teachers to buy food and prizes required (no parents requested to provide party food), squash and disposable plates provided separately by the PTA

Risk Assessment – PTA discussed and agreed that PTA class based events do not require risk assessments.

9. Calendar for the year / new events and activities

Cash for Clothes/Textile Recycling Bank – **AN** has booked the next Bag2school collection for Friday 27th January 2017.

Quiz Night/Bingo Night – to be discussed early next year.

Easter Egg Hunt – to be discussed in the next meeting.

Film club – not considered a worthwhile fundraiser at this time.

Burns night - not considered a worthwhile fundraiser at this time.

Pop up art gallery – needs further discussion with the school to confirm logistics and timings.

Book People – **MT** put forward the suggestion that we offer parents the opportunity to buy books through the Book People, the PTA would manage the parent side of things to avoid adding to the workload of office staff. **MT** put forward some suggestions in terms of the logistics. This suggestion was discussed and we all thought it was a good idea. Book People will come and set up a 'shop' if enough interest but logistics were a consideration. Also Usborne books? A stall at the parents bar was suggested. No firm decision as would require someone to run it and everyone already overloaded. To follow up at a later meeting.

Circus – the circus returns on 23rd June 2017. **MT** asked for clarity as to whether or not there will also be a separate date for the concert like the last two years with a PTA Fayre and Upper School Stalls. **ES** said she would like to do this, maybe just upper school stalls and refreshments/raffle, smaller scale event than previous years due to the circus. **ES** will look at dates.

Christmas Non school uniform – **MT** asked if there will be a non school uniform day before Christmas. It was suggested that this could be combined with school staff's Christmas jumper day on 1st December and 50% of proceeds to save the children. After discussing It was decided

that the two non school uniform days should be kept separate and the PTA can use the day before the Christmas Fayre with £1 donations to the PTA

PTA required to serve hot drinks - there was a discussion on whether the PTA should serve hot drinks at fund raising events and if so at which events. It was suggested that hot drinks would be best served in a dedicated class room to reduce the likelihood of accidents.

10. Date of next meeting(s)

10th November 2016

26th January 2017

16th March 2016

18th May 2017

6th July 2017