

## Minutes of the Aldryngton PTA meeting 21<sup>st</sup> January 2016

### 1. Present

Amanda Ellis; Anna Neffendorf; Elaine Stewart; Roshan Degamber; John Thompson; Philip Byrne; Michaela Thomas; Amanda Bates; Kay Blackaby; Becky Edgcombe; Clair Harris; Ruth Evans

### 2. Apologies

Emily Counihan; Jo Beales

### 3. Minutes of last meeting and matters arising

- Safeguarding policy document to be discussed **In progress AE**
- Document summarising the PTA procedures relating to financial spending to be put together. **AE ongoing**
- Jubilee Crest mosaic – installation date – Chase SF for date. **MT** confirmed she had no response from **SF** to her email dated 28.11.15. **(Action AE to email)**
- Pool showers options are being explored by Tony Hanson **AE to email SF**
- House t-shirts – to be discussed via email – **in time for Sports day**
- Filming nativity etc & selling DVD - it was decided that the practicalities and safeguarding issues were too tricky to consider doing this - **remove**.
- The outstanding items from 2013 /14 (14/13; 14/14 & 14/20) have now been cancelled , these items were either purchased under a different code or were not required.
- Thank you letters to suppliers of raffle prizes – **MT** confirmed that no response to her emails in November/December had been received from the Officers **AE to draft letter and send to MT ASAP**

There were no other matters arising and the Minutes were agreed to be an accurate record of the meeting on 18<sup>th</sup> November 2015.

### 4. Treasurer's report

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

- A combination of an outstanding Christmas period of fundraising and an excellent price for the Lower school and Foundation smartboards leave us with a good amount of funds available to spend. The staff will be presenting budget requests shortly and a selection will be put forward at the next PTA meeting for consideration.
- It was agreed that the BT Donate appeal to go live in February will request funds from parents to be spent on improving the facilities in the Foundation stage outside area. **MT** also suggested refreshing the playground markings in other areas of the school as most are very faint and the BT Donate appeal should benefit all years not just Foundation. **Action AE to draft an appeal letter**

- RE asked if the books funded by the PTA are being stamped with the PTA stamp. The stamp was purchased last summer and was given to Julia Franks. ES said that new books were expected in the next few weeks and would be stamped by the office.

## **5. School funding partnership**

### Whiteboards for Lower school - Update

The smartboards were purchased from the selected provider, JF was able to get a Black Friday discount which has brought the entire project in at £7250.17 including installation, and relocation of some of the still usable old boards to other areas in the school (e.g. music room). Installation will take place during February half term.

### Swimming Pool Boiler- Update

ES presented three quotations to the meeting. Two were very similar in price, one was significantly less (around £1000 cheaper). All quoted for a domestic boiler system as the best option. The following questions were asked:

- Which boiler is it we're replacing – master or slave?
- Once replaced will the master and slave system remain in place?
- Is it worth establishing what Loddon and Earley St Peter's pool boiler set up is?
- Do all suppliers offer a 5 year warranty as per the third quote?
- Two quotes appear to be for 30 kW boilers is the other quote a 42kW? What are the advantages of this?
- What are the ongoing running costs?

ES will pass this on to JF to return to the suppliers as soon as possible.

JT offered to lay out a standardised quoting template as all will need to be requoted to allow us to compare like with like. As the pool season is not far away, it was agreed to pre-approve a spend of £3000, dependent upon the above questions being satisfactorily answered and procurement processes being followed up. **£3000 approved (16/4)**

### Feather flag for external school events

AN mentioned that several parents at the cross country have suggested that it would be nice if the school could have a feather flag with the school logo on similar to many other schools at these events. It would be used as a focal point for those competing to gather around. The meeting discussed this and thought it would be a good idea, with potential for use at other school events. **Prices to be obtained to allow approval**

AB raised that some children particularly in Foundation find it difficult to find their friends in the large playground especially at lunchtimes. Would it be possible to install a 'buddy bench' as a place for children to wait for friends to join them? ES said that while these can work, in many cases these may become the 'billy no mates' bench and the children then actively avoid sitting there. There are already a number of strategies used in the playground including organised games and peer mediators. BE said that the children are encouraged to discuss arrangements with their friends before lunch 'meet at the train' etc.

## 6. Events this term

- Parents Bar (disco night) – **AB** thought there should be sufficient stock of alcoholic drink left over from Christmas so most likely need to buy soft drinks only, **MT** to action. **TENs** are to be arranged for this year's Disco parent bars by **MT**
- Quiz night 4<sup>th</sup> March 2016 – **PB and RD** are organising the event. They intend to run it in much the same way as last year, with a few amendments: fewer rounds; no raffle; reduce cash prize and/or replace with trophy. Heads and tails game to run between the rounds, number of times dependent upon running time. **AN to arrange TEN.** Fees will be the same as last time (£5 per adult £1 per child). **PB to confirm use of sound system with SW. Create a poster to advertise the event RD**
- Easter Egg Hunt – **MT** proposes to run this over two or three lunchtimes w/c 21<sup>st</sup> March **ES to confirm best dates with BE.** It will be set up in the Foundation play area as this allows us to control the area for the participating children. Tickets will be sold in advance £2 each, numbered plastic eggs will be hidden and the children will be told which number they need to find, to be exchanged for a chocolate treat.

### Future events also discussed

- **RD** suggested the PTA consider holding a Cultural evening celebrating all the different cultures within the school community. **RD** would be happy to organise if a suitable date could be found. This suggestion to be reconsidered at a future meeting when reviewing dates and events.
- **JT** suggested the PTA consider a Burns Night for 2017. This suggestion to be reconsidered at the first meeting in September 2016.
- Try-a-tri – the date for this event has now been set for Saturday 25<sup>th</sup> June. After much discussion it was found to be impossible to avoid Ramadan for this event. It requires the use of the pool, so May would be too early, and after would clash with sports day / leavers events and be too close to the end of term to allow time for collection of the sponsorship money. Other school and PTA event dates have been chosen to avoid Ramadan where possible.
- Evening boules competition on the school field – suggested by **JT**, a turn up and pay to play knockout competition with a bar, bring a picnic. Could start from 5-ish until the sun goes down. Prize / trophy for the winning team. Date was set for Friday 17<sup>th</sup> June.

## 7. AOB

### Further discussion of mugs for school events

Following the last meeting there was some concern that spending in excess of £100 on mugs to be used occasionally for school events could not be justified to parents. **MT** said she felt uncomfortable spending PTA money on new mugs when the PTA already have a supply of 71 cups. **ES** said that mugs are more modern and give a more professional image than old fashioned mis-matched crockery. **MT** questioned when the mugs would be used other than three Christmas events, **ES** confirmed there are a number of opportunities throughout the school year when they would be used including New Parents Information Evening. Both points of view were accepted by the meeting. **MT** reminded the meeting that there are 53 Aldryngton mugs which have not sold. It was discussed and agreed that the 53 Aldryngton

mugs are now unlikely to be saleable and it was agreed the PTA will donate these to be used in place of the cups and saucers. The existing cups and saucers can be disposed of at the next opportunity. A small additional quantity of plain white mugs will be purchased if they are seen to be required at a later date.

#### Clarification of how the donations for Christmas parties are spent

Christmas 2015 – PTA donated £25 per class for items for the Christmas parties. In addition squash and paper plates were bought by the PTA for the parties. There was some confusion as to why these were not bought from the donated money. Also, some classes requested donations of food for the parties, and others did not. The meeting asked for clarification about this. **KB** said that each year group did things differently, and that this year upper school asked for food donations and spent the money on prizes for party games. Middle school had also done this in previous years, but this year had not asked for food donations and had bought food and prizes from the donated money. **AN and MT** said that this could be an issue as some parents might ask why they are being asked to provide food if the PTA were also donating money. It was decided that Christmas 2016 and going forward each class will receive an increased donation of £30 from the PTA for teachers to purchase the food and prizes etc they require for their class party on the basis that no food donations will be requested from parents. In addition to this the PTA will continue to purchase squash and plates and provide separately as it is more convenient to buy these in bulk, and there will be less waste. **MT and KB to share this information to office staff and teachers to avoid any confusion Christmas 2016.**

#### Yellow Moon Fundraising

**MT** questioned if details of Yellow Moon had been circulated to all parents, **AE** confirmed she sent it to the Committee email group and the office. **MT, BE and KB** did not recall receiving it. **MT** will arrange for it to be re-sent. Also include details in the next PTA Newsletter.

#### PTA Committee Email Group

**MT** to check that **BE** is on the list.

#### PTA Newsletter

**MT** to draft the next PTA Newsletter to include details of the Quiz Night, Easter Egg Hunt in March. Also include details on Yellow Moon. Include calendar of agreed PTA events. **Any entries for the Newsletter to be provided to MT ASAP.**

### **10. Date of next meeting**

Wednesday 2<sup>nd</sup> March