

Minutes of the Aldryngton PTA meeting 21st April 2016

1. Present

Amanda Ellis; Anna Neffendorf; Ruth Evans; John Thompson; Elaine Stewart; Michaela Thomas; Clair Harris; Emily Counihan; Jo Beales; Roshan Degamber; Ishanie Sunthareswarah

2. Apologies

Kay Blackaby; Kirsty Scott; Alison Paine

3. Minutes of last meeting and matters arising

- Safeguarding and H&S policy documents to be prepared. **Emailed, under discussion**
- Document summarising the PTA procedures relating to financial spending to be put together. **CH to complete review**
- House t-shirts – after further discussion it was decided that the current animal pictures will be used instead of organising a competition. The children are already familiar with these, and it will allow us to move forward quickly with pricing the t-shirts. **Action ES** to confirm if the images are licenced for us to use. **AB** has not had a response. **Action AE to source suppliers and quotes**
- BT donate appeal letter – to be sent out this week **Action AE**
- The **PTA officers** will meet on Monday 13th June to discuss and finalise changes to the constitution regarding the sinking fund to be presented at the AGM in September 2016.
- Netballs – Mr Greenaway is of the opinion that there is enough play equipment for the playground, but some of the children are hiding items around the playground giving the impression there are not enough. **ES** says they have all been reminded the play equipment is for everyone to share. Any further needs should be met from the Sainsbury's voucher appeal.
- **ES** confirmed that a PTA representative would be needed at the new parents meeting next half term. **AE** agreed to attend.

There were no other matters arising and the Minutes were agreed to be an accurate record of the meeting on 2nd March 2016.

4. Treasurer's report

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

Alan Harland has confirmed that he will be stepping down as our independent examiner. The PTA is very grateful for the years that Alan has provided this service to us. This means we will need to find a new examiner. **IS** offered to provide contact details of the examiner used by the pre-school. This may be a cost of around £250. Another option is to find someone who may volunteer their services. This must be someone independent of the school and PTA so could not be a parent. It could be possible to set up a reciprocal agreement with another PTA where a suitably qualified parent from another school is our examiner in exchange for the same service from one of our parents. **CH to investigate**

5. School funding partnership

Swimming Pool Boiler

ES presented four quotes to the meeting for the replacement of the swimming pool boiler. All quotes were discussed, the lowest quote was rejected on the basis of it not offering a recommended boiler. The highest quote was rejected due to price and location of the supplier. The meeting agreed that the quote of £2495 from BH Heating services should be accepted subject to confirmation that the quote included removal from site and disposal of the old system, and that the work will be completed within an acceptable timescale. Otherwise the quote of £2856 from Flare can be accepted as it is also within the £3000 already approved at the PTA meeting on 21st January 2016.

Candy Floss Machine

At last year's summer fayre it became clear that the candy floss machine owned by PTA is no longer fit for purpose. After discussion with Jason Sutton who ran it at the fayre, **AE** said that the problem appears is it doesn't produce very much floss, so each portion takes a long time to make. It is also very messy as there is no shield, and the bowl is getting old and hard to clean. Ahead of the meeting **AE** circulated a funding request for a new candy floss machine. **AE** presented the proposal to purchase a new machine with a domed cover at a maximum cost of £288.80, although **AE** expected a package price may be cheaper. **AE** estimates the sale of around 450 portions of candy floss would allow the PTA to recover the cost of this machine within a year of purchase, as we would be able to use it at most events across the year. **MT** queried the price as she had been able to find the same machine with the guard from the same supplier for less. It was agreed that a replacement candy floss machine with guard would be **approved (16/5)** at £288 however we expect the price to be lower following further investigation before purchase. **Action AE.** **MT** questioned if it was worth selling or offloading our existing candyfloss machine but **AE** felt it was dangerous. **MT** suggested it therefore be removed from the garage ASAP as the drum is taking up valuable space.

Smartboards stage three

ES asked if the PTA were willing to fund the next stage of smartboard replacements, for Upper school and IT suite. It was agreed by the meeting that this was something the PTA were happy to continue with funding, but the amount required could not be provisionally approved as the funds are not currently available. The quoting and procurement process will be started on the assumption that funds will be available following this summer term's fundraising activities.

Playground markings and Foundation stage improvements

Quotes are in the process of being obtained for refreshing the playground markings in the hopes that the BT donate appeal will fund this. The Foundation stage staff are also working on a request, but PTA funding for all outdoor improvements will be only approved after funds are raised and we know the status of any building works if the school is to be expanded.

Miscellaneous

ES requested that the PTA fund some musical instruments (percussion) for the school at a cost of £160 **(16/6) approved**

6. Events this term

Disco

This term's disco planning is underway. **JT** mentioned that Hancocks near Green Park have very good prices for sweets etc. **AE** asked if it would be a good idea to move the bar for this

summer disco to Mrs Dunn's class so we could use the outside area if the weather was nice. After discussion it was decided to leave the bar in middle school because there would be too much potential to cross over with the children at the disco (toilets) and the Temporary Event Notice for this event states that a classroom is used, not the grounds.

MT raised that the DJ who does the discos for Hawkedon school is quite a bit cheaper than our current DJ. She has used him for a birthday party in the past and he was good. It was agreed we should try him for the first disco next year. **Action MT** to pass details on to the disco team.

Summer Picnic / Fayre

The plan is to keep it simple, similar to last year. A grand draw will be run for the first time in summer, to make more use of our gambling licence. A list of stalls has been decided, priority now is to publicise to parents and request volunteers. **MT** will include details of all this on a newsletter to be sent out next week. **Action AE** to communicate with Emma Dunn re: Upper school stalls. **MT** asked if there would be a follow up meeting, it was agreed there was no need for a meeting, all actions in hand. **MT** asked if there was to be a theme and suggested the Queens 90th birthday with a red white blue theme. **ES** and **AE** agreed.

Boules Evening

This is planned for Friday 17th June. It was agreed at the meeting that we will run a bar only, people can bring their own food. After some discussion the entry fee was set at £5 per family, bring your own boules, bring a picnic. **JT** plans to use tape to mark out the pitches and we can borrow a whiteboard from school to use as a scoreboard. **Action AN to organise a TEN**

Try-a-tri

Kirsty Scott has asked if we can run individual events for MS and US alongside the team event, as this will be a good practice for Tri club members. **ES** was concerned this may make the event too big, may put people off wanting to take it over and run the event in the future and might compromise the team event. **JT** thought that would not be a problem. **JT** said he would discuss with **KS** and report back with a plan of action by email. **JT** also spoke about the need to find willing parents to get more involved with the organising and planning of the event with a view to training them up for the future when **JT** and **KS** no longer have children in the school. He has identified a **LS** parent who would be ideal.

Pool Club

MT said that the planning and booking was progressing well so far. Nick Maria has agreed to attend the pool operator's course which Aldryngton will host on May 19th. **AN** confirmed that the price for bacteriological testing of the pool will remain the same as last year. The pool will need to be sampled before the teachers have their training, **AN** to check dates with **JF**.

8. AOB

- Alison Paine asked via the secretary if there could be more provision of bike rack space on school grounds as the current area is often overflowing. This may be deterring some children from cycling to school. **ES** said she was aware of the issue, and said it is a 'good' problem to have, however there isn't anywhere to extend the

capacity. Areas within the playground are unsuitable because the bikes would be too accessible during break times. It is also likely the external areas of the school would be subject to significant change in the event of school expansion. If the expansion were to take place, bike racks and storage would be part of the discussion of the use of the outside areas.

- **MT** asked if the old cups and saucers which are now no longer in use could be removed from the garage and disposed of. The second-hand school uniform is now all being stored at school, and space in the garage is at a premium. It was agreed that the cups could now be removed.
- **MT** provided feedback from the Lower School toy museum Coffee Shop. The PTA were asked to do this at the request of the lower school teachers. The logistics of the event had been discussed and agreed between LS teachers and **MT** and was also discussed in the PTA meeting. **MT** had also communicated the arrangements to parents, teachers and office staff with no issues being raised. However, while the coffee shop was up and running the Office Staff were extremely concerned by the Health & Safety risks with the serving of hot drinks in the foyer and informed **MT** and the other Parent Helper that it shouldn't be happening in the way it was. Parents were asked to move into the Library which some did but there wasn't room for everyone so there were parents in Foyer and outside the hall, Office Staff were clearly uncomfortable with this and repeatedly expressed concern. **MT** felt it was an uncomfortable position to be in as it had all been communicated thoroughly with nothing back from Teachers or Staff to suggest it would cause an issue. **ES** said she would talk to staff regarding the issue with the Toy museum coffee shop.
- **MT** provided feedback from the Easter Egg hunt, the event itself went very well and was well received by children and families. **MT** gave some negative feedback she received from the office which we agreed we can learn from when arranging future events such as clearer communications around correct money only, office staff will not give change, money to be in a sealed envelope. **MT** was unaware of the issues the office were experiencing and unfortunately Office Staff gave this feedback to **MT** the day after the event booking closed so it was too late for the PTA to resolve issues for that particular event, however **MT** discussed how we could avoid this happening in the future, as PTA value the input of the office staff, and we rely on good relationships between all staff and parents. It was agreed that in future a member of PTA would be available in the office area before and after school when an event such as this is in the booking stage, to take the pressure from the office staff and deal with parent queries as they arise.

10. Date of next meeting

Wednesday 22nd June 2016

11. Item cost codes agreed by email following the meeting

16/7 - Swimming pool float rope agreed by officers last July

16/8 - Replacement plastic chairs for swimming pool area.