

Minutes of the Aldryngton PTA meeting 21st April 2016

1. Present

Amanda Ellis; Anna Neffendorf; Elaine Stewart; Clair Harris; Emily Counihan; Jo Beales; Amanda Bates; Kay Blackaby; Becky Edgcumbe

2. Apologies

Roshan Degamber; Michaela Thomas, Ruth Evans

3. Minutes of last meeting and matters arising

- Safeguarding and H&S policy documents to be prepared. **To be finalised**
- Document summarising the PTA procedures relating to financial spending to be put together. **To be finalised**
- House t-shirts – **AE** obtained a number of quotes and shared these via email with the officers. Due to the number that would need to be purchased and the price that would need to be charged to break even, let alone make a profit for fundraising purposes, it was decided that we would not continue further with this project.
- BT donate appeal letter – so far this has raised £149, which is a good start. **AE letter or newsletter** to remind parents of this appeal before the end of term
- The **PTA officers** will meet on Thursday 7th July (change of date due to new parents evening commitments) to discuss and finalise changes to the constitution regarding the sinking fund to be presented at the AGM in September 2016.

There were no other matters arising and the Minutes were agreed to be an accurate record of the meeting on 21st April 2016.

4. Treasurer's report

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

AE was able to confirm that a friend of her husband has offered to be our independent examiner free of charge. This is excellent news, and we are very grateful for the offer. **CH** to obtain their details so they may be appointed at the AGM.

Unfortunately donations for swimming lessons are significantly down, by around 50% on last year. If this is repeated next year it could jeopardise the future viability of the pool. **ES** said that the school plans to ask for swimming lesson donations in the autumn term from now on, to allow a separation from the pool club membership and avoid confusion.

Easyfundraising has been very successful, with £269.55 raised between April and June. We need to ensure we promote this further on Facebook page and in the newsletter.

5. School funding partnership

Swimming Pool Boiler

The new boiler has been installed, a small additional charge was approved via email as some additional pipework was required, however this will still be within the original amount approved.

Smartboards stage three

The PTA are now in a position to approve funding for this following a successful summer term of fundraising. An amount of £10,000 was approved **(16/9)** to allow the quoting and procurement process to commence.

Year 6 leavers party

The PTA has donated £100 towards this event in previous years. This amount was approved **(16/10)** and **CH** will communicate this to Mrs Dunn

6. Summer Term Events summary

Disco & Parent Bar

The disco has raised a good amount again, bearing in mind that some of the supplies were bought in bulk last year, we have raised around £1500 this year over three discos, which compares well with last year. The parent bar is now well established and well attended. It generates a welcome additional profit and allows parents to socialise while their children are enjoying the disco.

Summer Fayre

We were again very lucky with the weather, and this year's summer fayre achieved a higher profit than last year. The addition of a Summer Grand Draw also brought in an extra £373.49, which shows it is worthwhile running this twice a year to make use of our gambling licence. This popular event will make way next year for Happy's Circus on 23rd June 2017, which we intend to book now for 2019 to return to our previous 2 yearly circus/fayre cycle.

Action AE to book

Boules evening – unfortunately this was cancelled due to poor weather being forecast, and the organisers being out of contact.

Pool Club

MT provided an update via email as she was unable to attend the meeting:

The pool club has seen a fairly similar take-up to last year. 76 members, the value of memberships £3972. It was noted during the first week of opening that we have no formal process in place for dealing with a no show but thankfully we believe this is rare and only occurs due to genuine and unforeseen circumstances.

For info not all on duty will wear the Hi-vis - some have said they don't like it because it's an extra layer, others didn't wear it because they felt it's not necessary. The meeting felt that as it is part of the pool club rules now, and was added to improved safety, wearing of hi-vis jackets should be considered to be compulsory and this needs to be communicated to all members with the backing of the PTA officers.

Two incidents recorded in the accident book so far (1) cut toe on loose/sharp mosaic (2) sickness in the pool, both incidents were dealt with correctly and efficiently.

Dividing rope was late to be supplied but is now in place and is much better than the previous rope. New plastic chairs are now in place, we have 26 in total.

Lots of children have reported how much warmer the water is compared to last year, whether this is because of the new boiler I've no idea but the children were very pleased!

For info - several loose mosaic tiles have been picked up by children, I'd like to check are these to be thrown or should they be kept for an attempt to re-fix some time? **ES** said please keep any whole tiles, broken or parts of tile may be disposed of.

POOL CLUB QUESTION – What's the reason the pool is closed on Sports Day? If it's a nice day it would be good if pool club members could open up as normal.

ES said she doesn't know the history of this, it may be due to difficulty getting parents on rota and expected low use due to people being at Palmer Park all afternoon. The meeting and **ES** thought there would be no harm in making it a non-rota session, however we need to check with Julia and George first, as it is possible that George uses the day to do more particular pool maintenance.

POOL CLUB QUESTION – If the weather in September is good (often it is!) can we please consider extending the pool dates so it can remain open for an extra week (or two)? Currently it closes Friday 9th but if the weather is good it would be nice to know if it's an option to extend the close date to Friday 16th or Friday 23rd.

ES said there are two reasons why it closes when it does:

1. The additional cost of chemicals and heating the pool for even a week can tip us over out of break-even (particularly this year with a 50% drop in swimming lesson donations)
2. Elaine would like George back, as the pool takes up an enormous amount of his working day, and there are many other jobs he is needed for particularly at the start of the new school year.

She would be willing to extend the season for one week if we have exceptional weather, but no more than one week.

7. Next term's events

Christmas cards – **AE** to confirm if **MT & RP** are still happy to coordinate this fundraiser. The dates last year seemed to work well.

Christmas Puddings – These were very successful last year and we hope to run it again – **AN** to check with **SB** if she is willing to undertake this event.

Textile collection – this raised a large sum last term and would be worthwhile running once a term if we can iron out the issues with collection of the filled bags. **AN** to get feedback from **SB** regarding options for next year.

Disco – The disco team have asked if next year's dates can be set. These were agreed by **ES** as: October 20th 2016; February 9th 2017 & May 11th 2017 (It is important to the children that this one is at the end of SATs week). **HB** has raised some concerns about changing the DJ, as our current DJ is very reliable and popular. **MT** had raised at the last meeting an alternative DJ who is used by Hawkedon school and charges £100 for the same disco format that we have (our current DJ charges £175). It was agreed that this would be a significant saving that would be worth investigating. However, it is also important not to risk the success of the disco, and if the disco team are not comfortable changing DJ this should be taken into consideration. It was decided that if the disco team are willing to visit a Hawkedon disco to get a feel for the DJ, and also to discuss the price with our current DJ to see if there is any chance of a reduction, given the competitive pricing of the other DJ.

Action HB & CM

Wrap a Present – **MT** has completed the shopping for this event, and it will take place as usual the week before the Christmas Fayre (w/c 28th Nov)

Christmas Fayre – This will take place on Saturday 3rd December 12.30 – 3.30pm. **JB** has already booked some external stalls. The first planning meeting is booked for Monday 26th September at OLOP.

8. AOB

- **AN** said that she intends to step down as secretary at the AGM after four years in the role. She will draw up a job description for the next newsletter and is willing to support her replacement in the role where needed.
- Feedback from the School Communications survey, provided by **MT**

We asked if parents knew their class rep, 69% (78 respondents) said no and 31% (35 respondents) said yes. This is not surprising as they've only been publicised via newsletter and website and as we know not all parents read the communications.

16 parents said they would be interested in volunteering for the PTA class rep role, these were FS x 4, Yr1 x 4, Yr2 x 3, Yr3 x 2, Yr4 x 2, Yr5 x 4 and Yr6 x 1. This is comforting to know and early contact should be made.

MT made some suggestions for discussion:

Consider uploading photos of reps to website and communications as appropriate (with their permission) – It was agreed this is would be useful for parents.

Meet the PTA session(s). This was suggested many months ago, but nothing was ever arranged. These are something to consider and take forward so that parents can meet the PTA, have conversations, make suggestions and get on board with the PTA in an informal way. The barrier to this was having a suitable venue, as all parts of the school are in almost constant use. **ES** suggested that the staff room could be used, as it has been this term for the Foundation parent sessions. This would also be a useful option for a reps get together with the chair (also suggested by **MT**) If possible to do this before the end of term then we could invite all current reps and all those considering volunteering as a way to thank the current reps and discuss their views on improving the use of this role. **Action AE** to try and find a date, otherwise early next term.

There was some discussion of ways to utilise the reps. **AN** pointed out that they could be a big help manning the office in the mornings and afternoons when the PTA is receiving application forms for events. A list of availability would be handy, so a rota could be built up. The first events where this could be needed next term are the Christmas cards, and puddings. **AN** also said that the circus needs a lot of help with ticket sales in the week before the circus. The last time we had the circus we sold tickets from a table in the playground, as there is such high demand.

- There was a brief discussion of whether there was any requirement for PTA members to be DBS checked. **ES** confirmed this was unnecessary as there are no events where PTA members would be in sole charge of children without staff or parents present.

10. Date of AGM

Thursday 22nd September 2016