



Aldryngton PTA

Minutes of PTA Committee Meeting 5th October 2009

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1. Present

Graham Begg
Peter Kemm
Helen G

Stephen Lea
Avril Kiff
Simon Windisch

Justine Bark

2. Apologies

Sara Mackenzie
Sue Beasley

Elaine Stewart

Alice Sibulinjase

3. Minutes of Previous Meeting

The minutes of the previous meeting dated 9th September were accepted as being correct.

4. Quiz Night

The inventory of stock for sale and prizes was discussed:

- A number of £35 family tokens for paint ball were available; these could be 1st prize rather than family cinema tickets, saving the cost of a 1st prize.
- 3 spot prizes for children and 1 spot prize for an adult
- Other prizes for the raffle: wine, whisky, games
- JB to purchase the prizes next week.

JB

SW to be responsible for selling the raffle tickets

SW

SW to check quantity of drink, food and prizes in the PTA store.

SW

Emma Dunn to act as compere.

ED

Elaine Stewart to be responsible for drinks.

ES

Doors to open at 7pm for 7:30pm prompt start. Poster to be updated with timings.

5. Lottery License

The lottery license is valid until January. GB to advise PK on how to submit new application.

GB/PK

6. Text 2 Parents

Text 2 Parents cost £700 per year for unlimited use and enables the school to send parents important messages quickly and easily. The school is looking for assistance from the PTA in covering the costs.

It was agreed that the PTA would cover a third of the £700 cost, and this will set a precedent for the following year. For this contribution, PTA will wish to use Text 2 Parents to send texts advertising events and for sending reminders.

It was noted that the data protection act may cover the range of usage.

7. Longterm Objectives

The concept for expansion of the swimming pool facilities by the addition of a roof and walls was agreed to be inappropriate since this would result in increased heating and staffing costs, and a change to the school curriculum.

The following ideas were considered suitable:

A. Quiet Areas

Area 1 to be located adjacent to Mrs Gregory's classroom and Mrs Lees office.

Area 2 to be located Miss Thorn's classroom.

SW

The quiet areas would involve the purchase of astro-turf, tables and a canopy.

B. DT Room

To be located between Mr Vachers and Mrs MacDonalds classrooms.

The DT Room would involve the purchase of a cooker and associated kitchen equipment, woodwork benches and tools. Conversion of the existing space into a suitable room with an outside door.

GB

C. Air Conditioning.

The portocabins in which Middle School are based become very hot in the summer. Air conditioning units would make the atmosphere for working more comfortable. Permanent fitted A/C units are very expensive, but portable units may be suitable depending on the room size.

Another option is to insulate the roof properly.

PK

Each option to be scoped out and costed for discussion at the next meeting. Action: SW, GB and PK.

8. Christmas Fayre

Last years fayre was considered to be extremely successful, therefore it was agreed that this year's fayre would follow the same format. The following points were noted and agreed:

- Waffles were most popular.
- Food to be in hall.
- SW to allocate names and rota system to stalls.
- No bric-a-brac
- More decorations for the xmas stall
- AK to arrange Father Xmas
- Ensure that sufficient people volunteer to help dismantle the xmas tree.
- SW to check quantity of raffle tickets in PTA store.
- Sara Mackenzie is happy to run the grotto again.

SW

AK
SW

A new method of raising money would be to add adverts for local firms recommended by parents to advertise in the Christmas Fayre programme. SW to add note to newsletter.

SW

9. Funding Requests

SL stated that the handling of funding requests by the PTA needed to be treated in a slightly more formal manner. The following steps were agreed:

- A simple blank project proposal form would be prepared by SL for completion by the applicant.
- The proposal would be formally considered only during meetings, and agreed to or not during that meeting. If further information was required, then the agreement would be delayed until the next meeting.
- A running total of the money raised and spent by the PTA would be shown on the website.
- SL to contact JF with the agreed list of expenditure.

SL

10. Specific Funding Requests

The following specific funding requests were discussed:

A. Reading books for the library.

In order to purchase books with a 20% discount, £200 is required to top up the £500 available from the school. Agreed.

B. Blinds

With the sun shining through the windows of Mrs Walker's and Mrs Thorn's classrooms, the white board cannot be seen with the existing blinds lowered.

From experience of placing blinds in other classrooms the costs are believed to be in the order of £500 per room. The purchase of blinds falls into a similar category as the A/C units, being for the children's learning environment and welfare. With the high cost of funding this proposal, it was considered that it would be best examined as a long-term objective.

GB to investigate causes, and develop and cost solutions.

GB

C. Boiler

SL believed that the PTA previously agreed to part fund the cost of the boiler for the swimming pool. SL to clarify the costs with JF. Discussion to be deferred to the next meeting.

SL

11. Garden Project Management

It was agreed that a fund of £1000 would be available to develop a garden area. The fund comprises of £800 from the Special Projects Fund and an agreed top up of £200 from the PTA funds.

An enthusiastic and knowledgeable project manager is required to take the lead and provide direction.

JB to contact Karen Webb.

Advertisement to be placed in the next news letter.

JB

SW

A suitable area for the garden would be directly in front of the school with a pond, bog garden

and quiet reading area. Children would not have access without the presence of an adult.

The creation of allotment areas was also discussed. There used to be an allotment plot behind the wooden train, but this disappeared due to lack of popularity and being in a poor position for sunlight and rain. To be discussed further at next meeting.

12. Treasurer's Report

The accounts prepared by SL were reviewed and accepted.

13. Examination of Accounts

SL stated that for the past ten years or more, Alan Harland has very kindly provided independent examination of our accounts. Following changes introduced as a result of the Charities Act 2006, a charity of our turnover no longer needs to have its accounts subject to independent examination. Alan is willing to continue to examine our accounts should we wish. All agreed that the PTA with Alan should keep up the present arrangement for peace of mind and a vote of thanks was given for Mr Harland.

14. Charity Trustees

At present, a single trustee is listed in the PTA's entry on the Charity Commission website - the treasurer, previously Linda, now Stephen Lea. This is an irregular state of affairs. It was agreed that the chair, secretary and vice-chair would be added to the list. All to send full name, date of birth, and home address to SL. PK, GB, SW

15. AOB

Next disco dates are: Thursday 11th February and Friday 14th May JB
JB to confirm the dates with the DJ.

Balwant Mistry is responsible for the website PK to contact BM to discuss ideas further. PK

16. Next PTA Committee Meeting

Wednesday 11th November at 8pm.