



Aldryngton School PTA
Minutes of the PTA Annual General Meeting
Thursday 22nd September 2016

1. Present

Elaine Stewart; Amanda Ellis; Anna Neffendorf; Clair Harris; Ruth Upton; Anna Dieguez; Jo Beales; Toshiko Tani; Emily Counihan; Michael Gordon; Amanda Bates; Claire Connell; Shipra Singh; Cherry Tilbrook; Laurie Anstis; Ishanie Sunthareswaran; Nicola Werro; Sabine Bickle; Sejal Patel; Harsh Setia; Haiyun Su; Ruth Evans; Smitha Arani; Sarah Parkes

2. Approval of the minutes of the previous AGM

The minutes of the last AGM were accepted

3. Chair's report – Amanda Ellis

As always we PTA members have to thank those people who have dedicated their time to the PTA, ensuring that our events and activities have run smoothly, been profitable and positively added to the school experience for both pupils, parents and school staff alike.

Traditionally the annual report includes a role of honour to identify all those who have helped though-out the year. However this year I'm not going to go into so much detail, as we have tried to thank the various teams throughout the year. The summer newsletter had the full list, so please take this as the "please see.." prompt, my personal thanks go to all those mentioned and all those who have volunteered through-out the year.

I do however, have to acknowledge the work of the officers, particularly Clair Harris as Treasurer who has lost countless evenings to weighing and logging takings and tracking every penny for every activity and school funding item. Our non-official officer, Michaela Thomas who as Communications Officer has co-ordinated all PTA communications, ensuring that they speak with the same tone-of-voice, have continuity and been the school office's PTA communications contact. Finally, we have to say a huge thanks to Anna Neffendorf, who is sadly for us hanging up her PTA Secretary hat this year. She has agreed to continue to manage the cake sales, however it is her extensive knowledge of the PTA history, constitution and procedures that makes her so important to the PTA. I hope that we will continue to benefit from her wisdom.

From a financial perspective, we have had a fantastic year, with many events showing increased profit. This has been achieved by effectively communicating activity details to maximise participation. Additionally, many of the teams have been carefully managing their purchasing to see where changes can be made to make the events more profitable.

With regards to the school funding partnership, we have been able to support the school with the purchase of numerous items both small and large, in particular I am very proud that we have continued to completion the programme of replacing the Smartboards and Projectors. The funds for the final phase were committed at the June committee meeting.

From a social perspective I hope that we have created and maintained activities that pupils and parents alike want to be a part of, rather than feeling that they should be a part of. Whether it's an hour of riotous boogey-ing by a seven year old, a child's Christmas card in pride of place in Granny's lounge, or the emergency purchase of a pair of shorts bought on the first day of term, I hope that all the PTA initiatives this year have in some way made the Aldryngton experience that bit more fun, memorable or even practical, than it would have been without the PTA's activities.

Finally, as tempting as it is to suggest that we should set targets of a more profitable year, with more school items funded and more smiley faces, I am a realist! Of the 45 Foundation children that started in September, 22 were from families already part of the Aldryngton community, so fewer new families which will surely in time impact on our activities. However, new or old, I'd like to urge all parents to consider volunteering to help the PTA, all contributions of time and energy are very welcome. I also like to ask all parents to investigate whether their workplace has a charitable matched funding programme that the PTA can benefit from when they volunteer. This year we have received significant contributions from parent's employers and it's something we would like to maximise.

We have an exciting year ahead, the first cake sale is a few weeks away and we will be ending with a visit from Happy's Circus in the Summer Term with numerous activities between now and then.

Aldryngton PTA has shown year after year how it can enhance Aldryngton School for the benefit of all our children and I hope that we can all work together ensure that this continues next year and beyond.

4. Treasurer's report – Clair Harris

The 2015/16 academic year has been one of the most financially successful to date for the PTA. This year the whole PTA has worked hard to enhance the existing events to maximise the funds we raise, as well as introducing new activities.

This year there has been an increase in parents taking the opportunity to claim Match Funding from their workplaces, which has raised £3,100. I wholeheartedly thank all of those parents who have done this, as it significantly increases our revenues. EasyFundraising and commission on online shopping has raised over £750, another fantastic contribution.

The Christmas Fayre, Summer Fayre, Try a Tri, Wrap a Present, Quiz, Parents Bar and Discos all outperformed the previous year's events, and the take up for Pool Club was again good. Attendance and spending at the Cake Sales was high, with funds continuing to be spent on items for the classes to enjoy.

The new activities this year - Christmas Pudding sales, Easter Egg Hunt and Textiles Collection - all raised good money for the PTA, and were appreciated by all. Their success means that these are sure to become to favourite events on the calendar for years to come.

Most importantly, all of this means that the PTA have been able to fund all of the requests made by the school this year. The PSHE Jigsaw resource has benefited children in all year groups, and the replacement programme of the Smartboards across the school continued with Lower School and Foundation taking their turn this year. The swimming pool boiler has been replaced this year due to wear and tear. The PTA also continues to contribute to the class Christmas parties and Leavers' party.

Our target for the coming year is to sustain this level of fundraising to complete the Smartboard replacement programme, as well as other requests raised by the school and parents. Although the pressures on the school budget have reduced, the PTA contributions to the school remain vital to providing the children with the best experience possible, and we welcome any contributions of time and money, in whatever shape and size they come.

5. Head's report – Elaine Stewart

Last year I reported on the challenges the school was facing as a consequence of a cut to its central funds: cutbacks and changes to some of the school's systems were necessary. Fortunately, the 2016-2017 budget has brought relief to that situation because funding streams were improved and allow us to have financial confidence once again.

The PTA continues to be of great importance to the school providing financial and social support to the school and its community. It achieves its successes on the basis of individual and group efforts provided by those who prioritise Aldryngton's needs despite all of us feeling the impact of huge pressures on our free time. For this, the school is extremely grateful.

Numerous purchases have been paid for by the PTA all of which have enhanced the school's provision. Purchases included:

- Pro-team wear – Junior kit;
- Numicon maths resources;
- Storage sheds for the swimming pool;
- Smartboards for Lower and Middle school;
- Aldryngton X-country t-shirts;
- Early Years builders' box;
- Swimming pool roller;
- Cross curricular reading books.

The PTA also purchased the Jigsaw scheme which underpins all the work to develop our Personal Social and Health Education curriculum. The scheme has supported staff in developing stronger cross-curricular links with interesting and well-pitched ideas, which challenge pupils throughout the school. Some aspects of the old curriculum have been fully updated and made more relevant to the challenges faced by pupils today such as body image and attitudes towards food. The introduction of Jigsaw has also resulted in the updating of the school's Sex and Relationships Education (SRE) provision. The scheme is used

in the delivery of assemblies, singing practices and linked to reward systems making it a truly whole school resource which is greatly valued by staff and pupils alike.

I look for another year of partnership work with the PTA and thank each and every member of the committee and those parents who support the range of activities and events organised by the PTA.

6. Election of Chair

At this stage the Chair of the meeting was passed to Mrs Stewart.

Election of Chair: Amanda Ellis was proposed by Clair Harris and seconded by Anna Neffendorf. **Appointed**

7. Election of Treasurer, Secretary and Vice Chair

Election of Treasurer: Clair Harris was proposed by Amanda Ellis and seconded by Anna Neffendorf. **Appointed.**

Election of Secretary: Sarah Parkes was proposed by Amanda Ellis and seconded by Ruth Evans. **Appointed.**

Election of Vice-Chair: Ruth Upton was proposed by Anna Dieguez and seconded by Anna Neffendorf. **Appointed.**

8. Filling of other roles

Amanda confirmed those willing to oversee and assist with the following activities:

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| Newsletter & Communication | Michaela Thomas |
| Pool club | Michaela Thomas, Sarah Byrne |
| Discos | Catherine Maskell and Helen Barnes |
| Wrap A Present | Michaela Thomas & Amanda Bates |
| Second hand Uniforms | Vicki Adams, Michaela Thomas, Jo Beales |
| Christmas Cards | Rhona Phipps, Michaela Thomas, |
| Cake sales | Anna Neffendorf, Amanda Bates, Anna Dieguez |
| Staff | Kay Blackaby tbc |

9. Appointment of external examiner

For many years Alan Harland has kindly donated his time to the PTA to independently examine our annual accounts. He has now stepped down from this position, and as yet we have been unable to confirm anyone who is able to perform this service for us on a voluntary basis. The examiner may not be a parent or any other member of the PTA. **CH** said that Keal & Associates who examine Maiden Erlegh Preschool's accounts would be able to carry out this work for us at an approximate cost of £250+VAT. **CC** said this is a fair price. **AD** asked if her father who is an accountant would be permitted to carry out the work if he is willing. **CH** confirmed this would be within the rules, **AD** to confirm in time for the next meeting. It was agreed an examiner would be appointed at the next PTA meeting.

10. Overview of the new PTA financial procedures policy

CH presented the new financial procedures policy to the meeting. This document is intended to formalise procedures that the PTA is already carrying out to ensure continuity and

transparency in financial matters. The main new procedure within this document is the intention to pay 10% of all fundraising per year into a sinking fund to allow for planned expenditure on larger items such as the replacement smartboards, and unexpected items such as the replacement swimming pool boiler. The policy required a few minor amendments, and will be available on the PTA pages of the school website once these have been completed.

11. Discussion to determine the PTA position regarding expansion of the school

Following the recent letter to parents regarding Wokingham Borough Council's proposal to expand the school, the PTA has been asked by some parents to organise and lead a protest against this plan. While our constitution does not forbid us from this kind of activity, the PTA officers are aware that a proportion of our members may be in favour of expansion. It is not in the interests of the PTA to alienate a section of our membership, as this may damage our fundraising activities to the detriment of our ability to fund items for school. It was therefore agreed that the PTA should take no part in organising or leading any campaign. Class reps may not use their position to coordinate a campaign. This decision does not prevent any member or class rep from expressing their opinion or organising a campaign, but this must not be in the name of the PTA.

However, the school expansion works are very likely to adversely affect PTA activities in a number of ways, including but not limited to closure of pool club during building works; reduced outdoor space would probably permanently affect our ability to run a try-a-tri event, loss of the outdoor stage would end the summer picnic/fayre event, reduced field area means we may no longer have the space to host Happy's Circus. It was agreed that the PTA officers would produce a statement covering the potential short term and longer term impacts of this expansion plan.

12. AOB

- The first planning meeting for the Christmas Fayre will take place on Monday 26th September at 8pm at the Three Tuns.
- **SB** asked if we are happy to go ahead with the pre-order of this year's Christmas Pudding. This was agreed.

13. The date of the next PTA meeting

To be decided by email