



PTA Committee Meeting Minutes

Held on 25th January 2018

Present: Erika Augusti – Chair (EA), Harsh Seita (HS), Emily Counihan (EC), Michaela Thomas (MT), Ravi Vakada (RV), Hannah MacIndoe (HM), Tiffany Forshaw (TF), Elaine Stewart (ES), Vanessa Nowell (VN), Amanda Bates (AB), Sabine Bickle (SB), Gavin Marsh (GM)

Item		Action
1	Apologies <ul style="list-style-type: none"> Ruth Evans, Sarah Coleman, Catherine Holt, Rajani Chamarthi 	
2 / 3	Matters arising from last Committee Meeting: 2nd November 2017 <ul style="list-style-type: none"> Treasurer updates all complete. NatWest signatories: NatWest now has all the required information, from all signatories. RV should have account access from 26.1.18 and signatory changeover should be completed imminently. Circus booked for 3.7.2020. Price increase of £300 will need to be reflected in ticket sale prices. (Potentially £30 per family of four / £10 per individual.) Cake Sale pricing: AN manages prices on a sale-by-sale basis depending on quantity and quality. Discussed if raising prices to 50p would a) enable more people to buy cakes and b) encourage more homemade cakes. Agreed that unless we try we won't know so prices will be raised to 50p for one sale. (NB: Earley St. Peters sell their cakes for 50p!) Book People: not considered a beneficial funding avenue to explore. Supermarket fundraising: will be informed of application outcome by the end of March 2018 (Tesco) and June 2018 (Asda). Minutes agreed to be an accurate record of the meeting on the 2nd November 2017. 	<p>RV to chase NatWest as required.</p> <p>MT to liaise with AN re: trial price increase.</p> <p>EC to keep us informed re: application progress.</p>
4	Treasurer's Report <ul style="list-style-type: none"> Treasurer's Report (January 2018) presented by RV and discussed in detail. M&P Christmas Fayre bank transfer (£300) needs to be confirmed. WAP expenditure figures (£196.75) are low as 2018 spending not yet added. MT also queried low 16/17 expenditure figures (£174.73) as £665.88 of WAP purchasing was undertaken in Dec 16 / Jan 17 for Dec 17 WAP sales. Status of agreed funding items: <ul style="list-style-type: none"> 17/14 (Berol Pens): purchased by school. JF will invoice PTA. 17/16 (CD Players / Headphones): no longer needed. 17/17 (Round City History Books): currently being processed. 17/19 (KS2 iPads): currently being processed. 17/20: (LS tablets for videoing): not investigated yet. Potentially order at same time as 17/19. 17/21 (Trim Track): still waiting for outcome from £10,000 Lottery Fund application. If not successful other funding sources will need to be investigated. (Funding Plan: £10K grant, £10K PTA, £7K school) Sinking Fund: currently £885.95. Contains 10% of revenue from selected events. Can transfer maximum of £1200/year. BT MyDonate: RV confirmed MyDonate not currently live. Can only be used for specific event, for set amount of time. Gift aid can only be claimed if nothing is 'gained' from the donation – could therefore be used for Try-a-Tri sponsorship. Worth having it open to allow parental donations if they wish. 	<p>RV to confirm when he has account access.</p> <p>RV / MT to discuss WAP expenditure / allocation of costs.</p> <p>RV to request invoice from JF.</p> <p>ES to update progress at next meeting.</p> <p>RV to monitor sinking fund and ensure it doesn't go too high.</p>

	<ul style="list-style-type: none"> • Cake Sale: £447 remains to be spent. (ES / VN surprised by this due to big push to spend the money!) • Christmas Nativity Donations: £72.80 will be entered into restricted funds. • Match Funding: waiting to see if Christmas Fayre money from Vodafone and Sky has been transferred electronically (probably at end of quarter). Unsuccessful with Thames Water as there was not a third volunteer. • Jason Sutton (Hewlett Packard - £274.99) and Heather Strudley (Microsoft - £50) also initiated company donations. (JS via the Benevity Goodness Platform at HP.) • Balance available for School Funding Partnership: £10,540.26. 	<p>RV to identify which classes have spending still outstanding.</p> <p>RV to clarify if all donations have been received / where they sit in accounts.</p>
5	<p>School Funding Partnership</p> <ul style="list-style-type: none"> • Foundation Play Area: Phase 1: completed. The mud kitchen is loved and well used! Phase 2: replace the castle with outside role play / creative area to encourage imaginative play. Includes removal of castle decking; provision of new spongy surface and the installation of wooden posts to allow for den building. £2000 funding approved to cover the cost of the new surface / posts (£1647) and £353 for equipment (18/1), with a MyDonate event to be created to provide for additional extras to enhance it further. • Community Room: £2575 funding approved (18/2) to support the development of the Community Room as an area for both parents and pupils to use (small group teaching space). Dedicated areas for PTA information / parent support information will also be provided. Possibility of parents using it as a waiting place for children attending before / after school clubs also raised. • Key Stage 2 Tablets: 3 quotes obtained for the purchase of iPads, with 'Jigsaw' selected as the preferred company. Total cost (£5,455) is currently less than the allocated £7000, but additional funding required to allow iPad content to be displayed on interactive white boards in all classrooms. Potential options include i) 4 x Apple TVs / 1 x projector (costing £1020), ii) Google Chromecast or iii) AirServer (both to be investigated). 	<p>School to enquire if wooden posts will be capped to reduce rotting.</p> <p>RV / RC to launch MyDonate. MT to publicise via newsletter / Facebook</p> <p>ES to confirm size of iPads and investigate if other schools use iPad 'pens'.</p> <p>ES to liaise with Simon Windish re: screen mirroring options.</p>
6	<p>Events this term</p> <ul style="list-style-type: none"> • Additional event: Textile Collection (29th March 2018). • Cake Sales, Disco, Family Lounge and Easter Egg Hunt all in hand. • Bingo and Curry Night: need to start planning / advertising as four weeks away. RV will contact Pappadams (Kings Road) re: pricing (60 plates – chicken curry or mixed vegetable curry, plus rice and naan.) Need to consider ticket prices (for bingo tickets, curry and potentially one drink) and cost of children's tickets. • Second Hand Uniform: CT to decide when she would like to hold sales. Pop-Up sales are proving to be successful. • Cash4Coins: TF to lead and liaise with Class Reps re: the distribution of advertising materials. Will raise money for 'Aldryngton PTA'. 	<p>RV to report on plate price by Mon 29.1.18.</p> <p>MT to look up previous ticket prices.</p> <p>TF to launch and liaise with Class Reps.</p>
7	<p>Events next term</p> <ul style="list-style-type: none"> • Cake Sales, Disco and Family Lounge to go ahead as planned. • Try-a-Tri: Gavin Marsh to lead. Initial planning needs to consider: Timekeeping – purchase new stopwatches or use mobile phones; logging of live data (manually or electronically); separate foundation stage event; number of swimmers in water at one time; distance of middle school swim; timing of lower sch. prize giving and provision of medals for boys and girls. Three parents have raised a concern over the provisional date, due to a clash with the 84th Reading (Scouting) Family Camp, which potentially 	<p>MT / GM to liaise re: medals.</p> <p>EC to approach Jess Angus over designated first aider role.</p>

	<p>affects 30 families. Finding an alternative date is problematic, but Saturday 23rd June is a possibility if the Summer Concert can be moved to 8th June. (NB: ES has now confirmed the change of dates.)</p> <ul style="list-style-type: none"> Pool Club, Summer Concert / Picnic / Fayre / Upper School Stalls, Copper Trail, Second Hand Uniform, Non-school uniform, Textile collection and CRP (Healthy Living Week) to be discussed at next meeting as required. 	<p>ES to advise re: date changes</p>
8	<p>AOB</p> <ul style="list-style-type: none"> SB will investigate the viability of selling tickets to the 2018 Hexagon Pantomime as a fundraising possibility. MT raised the possibility of the PTA providing autograph books for Y6 leavers as they were well received last year. Agreed to proceed. ES requested a PTA representative to join the school GDPA working party, to ensure that the PTA is data compliant by May 2018, when the new regulations come into force. Representative needs to be in place by February half term. 	<p>SB to report back at next meeting. MT to follow up.</p> <p>EA to approach SB to see if interested. HM to inform ES of representative.</p>
9	<p>Dates of next meetings</p> <ul style="list-style-type: none"> Thursday 22nd March 2018. May 2018 – TBA July 2018 - TBA 	

These minutes were confirmed by the PTA as a true and accurate record of the meeting.

Signed: _____

Date: _____