



## PTA Meeting Minutes

### Held on 8<sup>th</sup> November 2018

**Present:** Erika Augusti – Chair (EA), Emily Counihan (EC), Ravikanth Vakada (RV), David Spedding (DS), Hannah MacIndoe (HM), Tiffany Forshaw (TF), Elaine Stewart (ES), Victoria Duffield (VD), Michaela Thomas (MT), Sarah Coleman (SC), Rubina Samdani (RS), Amanda Bates (AB)

Item	Minutes	Action
<b>1</b>	<b>Apologies</b> Ruth Evans (RE), Priya Gupta (PG)	
<b>2 / 3</b>	<b>Matters arising from last Committee Meeting 5<sup>th</sup> July 2018</b> -None; all actions completed -Minutes agreed to be an accurate record of the meeting	
<b>4</b>	<b>Treasurer's Report and Bank Account</b> -RV presented the Treasurer's Report November 2018 which was discussed. -Disco expenditure at £569 as includes deposit for the next two discos. -RV waiting for statement from school for status of some agreed funding items to be marked as completed. <b>-Change of signatories with NatWest agreed to be adding DS with RV, EA, TF and ES remaining. Harsh Setia and Rajani Chamarthi to be removed as signing officers. To formally satisfy the requirements of NatWest Bank, the following resolution was passed. It was resolved that the authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.</b> -Larger petty cash than usual due to Christmas Fayre float requirements -Balance available for funding projects £15,087.25	<b>ES</b> chasing items nos. 18/1, 18/7 and 18/10  <b>TF</b> to provide RV with letter for NatWest confirming the PTA has agreed such change of signatories
<b>5</b>	<b>School Funding Partnership</b> -PTA agreed funding for: <ul style="list-style-type: none"> <li>○ Magazine subscriptions: Aquilia and First News: £354 <b>18/13</b></li> <li>○ Reading Comprehension resources: question cards £60 and books £1,500 to develop reading skills, working around a text together. Lower, Middle and Upper School <b>18/14</b> and <b>18/15</b></li> <li>○ Similar to above books £250 for Foundation <b>18/16</b></li> <li>○ Class readers: 16 books £79.84 for Upper School <b>18/17</b></li> <li>○ Swimming pool toilet refurbishment £500.38 <b>18/18</b></li> <li>○ 60m ext. cable for outside lighting on disco nights £60 <b>18/19</b></li> </ul> -Lower School adventure playground to replace train and be built ASAP early 2019; quotes between £8,862 and £14,612; include dismantling and removing old train; more information to be gathered to be discussed at next Committee meeting ; MT questioned if fundraising drive required given high price tag; agreed funds raised from Asda Green Tokens and Tesco Blue Tokens to go towards this project; RV to also look at BT My Donate for this project -Cycle to School mural on bike store wall was discussed and agreed a good idea; ES is working on a travel plan scheme already in place where a grant may be provided of £2,000 which could be used towards a project such as this; agreed to wait -Following installation of new playground markings, MT asked how the children use the Chess Board and Dartboard without playing pieces; agreed bean bags would be provided by the school to increase range of play options	<b>ES</b> discussing with Lower school children the options for the adventure playground to configure the most suited design  <b>Patrick Werro</b> to liaise with JF re: purchase of cable. <b>HM</b> to oversee  <b>RV</b> to look at BT My Donate for LS Adventure Playground project  <b>SC</b> to source bean bags from school

<p><b>6</b></p>	<p><b>Events this term</b></p> <ul style="list-style-type: none"> <li>-Second hand uniform: going well 6<sup>th</sup> Sep £27; 18<sup>th</sup> Oct £59; ad hoc sales £12.50. Cherry Tilbrook has the cash and will drop a cheque in the office for RV</li> <li>-Cake sales: going well: 20<sup>th</sup> Sep £90.30; 11<sup>th</sup> Oct £125.96; next one 22<sup>nd</sup> Nov</li> <li>-Disco: went well 18<sup>th</sup> Oct £557.76 lower as costs inc. deposit for next two discos</li> <li>-Family lounge: very popular 18<sup>th</sup> Oct £156.24</li> <li>-Bag2School Textile Collection: was excellent 18<sup>th</sup> Nov £324</li> <li>-Asda Green Token Scheme: started in October and going well</li> <li>-Tesco Blue Token Scheme: started in November and going well</li> <li>-PTA Welcome Coffee and Cake Morning for Foundation and Year 1 parents: 2<sup>nd</sup> Nov went well with reasonable turnout of mainly Foundation parents that were very keen to help; noted to put posters up and invite Year 2 and 3 parents as well next year</li> <li>-Non-School Uniform Day: coming up 30<sup>th</sup> Nov</li> <li>-Cash4Coins; ongoing collection</li> <li>-Christmas Activities: <ul style="list-style-type: none"> <li>o Xmas cards(RP and CM) 24<sup>th</sup> Sep; organised sent out</li> <li>o Xmas puddings (Sabine Bickle) 30<sup>th</sup> Oct; organised sent out</li> <li>o Wrap a present (MT) 26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup> Nov; organised</li> <li>o Xmas grand draw (MT) organised; prizes lowered to £100, £50 and £25; tickets going out w/c 19<sup>th</sup> Nov; Philip Byrne (PB) to MC at Xmas fayre</li> <li>o Xmas silent auction rather than raffle as more profitable (HM and TF); organised, companies being approached for prize donations</li> <li>o Xmas tree 29<sup>th</sup> Nov organised with access to hall confirmed</li> <li>o Xmas Fayre 1<sup>st</sup> Dec organised with meeting held 4<sup>th</sup> Nov and team in place</li> <li>o Xmas Pantomime; nothing for PTA to do; would like it advertised that the PTA fund the pantomime</li> <li>o Xmas plays refreshments provided by PTA; always plenty of people to help</li> <li>o Santa Trail in the community too late to organise; to discuss in next meeting</li> </ul> </li> </ul>	<p><b>SC</b> to ensure thanks to the PTA for funding the Pantomime is in newsletter</p> <p>Ideas for Easter Bunny Trail for next meeting</p>
<p><b>7</b></p>	<p><b>Events Easter Term</b></p> <ul style="list-style-type: none"> <li>-Cake Sales (10<sup>th</sup> Jan; 7<sup>th</sup> Feb; 7<sup>th</sup> Mar; 28<sup>th</sup> Mar)</li> <li>-Disco and Family Lounge (14<sup>th</sup> Feb)</li> <li>-Bingo/Quiz Curry Night; agreed to stick with the Bingo and Curry Night rather than a quiz; agreed date as Friday 8<sup>th</sup> March. Need to be aware of maximum number of tickets available due to popularity last year.</li> <li>-Bag2School Textile Collection (28<sup>th</sup> Mar)</li> <li>-Easter Egg Hunt (2<sup>nd</sup> and 3<sup>rd</sup> Apr) TF to shadow MT</li> <li>-Second Hand Uniform Sales</li> <li>-Cash4Coins</li> </ul>	<p><b>TF</b> to organise TEN for Family Lounge and Bingo Curry Night</p> <p><b>MT</b> to communicate date to school office and PB</p> <p><b>PTA Officers</b> to investigate max no. of ticket sales and include on risk assessment</p>
<p><b>8</b></p>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>-Swimming pool auto dosing system to be installed this Spring. First option was to wait for one a free one which looks like it won't happen; second option to have a second hand one however the warranty would be too short; third option is to buy a new one circa £5,100 and third option agreed <b>18/20</b></li> <li>-Disco pricing £3 next disco onwards, agreed</li> <li>-PTA email addresses, all sorted with <a href="mailto:ptaofficers@aldryngtonpta.com">ptaofficers@aldryngtonpta.com</a> and <a href="mailto:ptateams@aldryngtonpta.com">ptateams@aldryngtonpta.com</a> as the main group emails</li> <li>-Succession planning discussed and in place now with DS as Co-Treasurer; Aisha overseeing the cake sale finance; Shweta as an informal Co-Chair; and MT continuing as Co-Vice Chair</li> <li>-DS suggested Corporate donations from Benevity Funds, whereby companies with such are able to fund set projects like an adventure playground; DS to explore</li> </ul>	<p><b>MT</b> to liase with Carolyn Simpson and Julia Franks to order new auto dosing system</p> <p><b>DS</b> and <b>AKD</b> to be added to PTA Whatsapp group</p> <p><b>DS</b> to contact companies re Corporate Donations via Benevity Funds</p> <p><b>SC</b> to ensure FS classroom lights on for</p>

	-MT mentioned poor lighting by Foundation outside area at disco nights; agreed FS classroom lights remain on until the disco is over and all children have been collected	each disco
<b>9</b>	<b>Agreed Dates of next meetings</b> -Thursday 24 <sup>th</sup> January 2019 and Thursday 28 <sup>th</sup> March 2019	

Tiffany Forshaw and Hannah MacIndoe, Secretaries, Aldryngton School PTA

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20th November 2018

Approved by Chair ERIKA AUGUSTI ..... Date.....