

Minutes of the Aldryngton PTA meeting 1st October 2015

1. Present

Amanda Ellis; Anna Neffendorf; Elaine Stewart; Roshan Degamber; Michaela Thomas; Clair Harris; Ruth Evans; Amanda Bates; Kay Blackaby; Sabine Bickle; Emily Counihan; Jo Beales; Simon Feist

2. Apologies

Becky Edgcumbe; Claire Connell

3. Minutes of last meeting and matters arising

- Safeguarding policy document to be discussed **Draft to be discussed by email AE /SF**
- Jubilee Crest mosaic – installation date – **17th Oct subject to transport arrangements**
- Revive the 100 club? **Remove – not considered a worthwhile fundraiser at this time**
- Pool showers options are being explored by Tony Hanson **SF & TH still discussing**
- Parent volunteer group project – to be managed by the school
- Film Club – it was decided that there is no space in the calendar to run this regularly.
- House t-shirts – to be discussed via email (**officers/comms**)
- Filming nativity etc & selling DVD - to be discussed via email (**officers/comms**)

There were no other matters arising and the Minutes were agreed to be an accurate record of the meeting on 2nd July 2015.

4. Treasurer's report

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

- Both the swimming pool donations and the Pool Club membership increased this year, which allows us to cover ongoing pool costs.
- Staff are to be reminded to spend their cake sale money from last year promptly.
- The signatories need to be updated on the bank account to replace Simon Feist as signatory with Amanda Ellis. Referring to the Natwest Bank Mandate *it was **resolved** that the signing rules in the current mandate for the accounts detailed in section 2, be replaced in accordance with section 4; and/or the authorised signatories in the current mandate, for the Accounts detailed in section 2, be changed in accordance with section 5, and the current mandate will continue as amended.*
- It was agreed that Alan Harland would be appointed as our external examiner.

5. School funding partnership

Review of procedures governing spending requests and approvals

It was discussed how the school decides what to ask the PTA to fund. **ES** explained that in January each teacher puts forwards a prioritised list of requirements. The budget is allocated accordingly. Items from these lists are then selected as items the PTA might like to fund, once it has been determined there is no alternative funding source for them. These are presented to the PTA committee meetings for approval. Significant purchases would be

subject to a quoting/procurement procedure via Julia Franks before a final cost is determined. Larger ICT items such as the whiteboards would also involve the ICT strategy group. The PTA need to be able to justify to parents that we are spending funds wisely and that we are getting value for money. It was agreed that an outline procedure would be written, to include that procurement processes should be used for items over £500. **Action AE. CH** confirmed that small/reasonable expenses for items for PTA events are paid without prior approval. **AE** raised the fact that a parent had expressed concern for the spending of £3000 on PHSE Resources which was approved at the AGM. **ES** and **KB** once again explained the enormous value of this resource.

Whiteboards for Lower school

A review of the whiteboards in lower school has shown that all five whiteboards need to be replaced (3x Y1&2 and 2x Foundation) and two projectors are also needed. Simon Windisch is working on the spec for this. The usual procurement process will be applied, however this should be more straightforward following the experience gained with the whiteboards for middle school. This is an urgent requirement, as whiteboards are the one item above all others that the staff use in their teaching. **£10000 approved in principle (16/2)**

Swimming Pool Boiler

One of the swimming pool boilers failed at the end of the season, and needs replacing. An initial quote gave a cost of £1700. It was raised that there may be environmental grants available as a new boiler would be more efficient, **ES** said **JF** could look into this. The meeting requested that we need more idea of the timescale for replacement. It was suggested that we try to establish the history and background of the existing pool machinery, try to establish the age and likely lifespan along with any service arrangements we have in place, this will help plan costs. More quotes will also be obtained. **Action ES** to report back at next meeting. There was also an issue with the filter pumps during the summer break that seems to now be resolved, but is noted here as a record in case of future problems. **AN** mentioned the new Pool Divider which was agreed last term, **SF** suggested it be ordered as agreed so it is in place for next season. **AN to follow up with JF.**

6. PTA class representatives

There have been very few offers of help, and are all the usual people, which is a shame as part of the aim of having class reps was to broaden the number of people working with the PTA committee. We are particularly short of volunteers for upper school. It was agreed to give out a flyer at parents evening. **MT** said that a coffee morning would be good to give us a chance to engage people face to face. **ES** said the school would try to find a time and space for that to take place. **MT** also suggested scheduling some Meet the PTA sessions in the playground before and after school once a term to give parents another chance to pass on their views and make comments as well as hopefully sign up to things. **MT** is going to arrange for staff to get a copy of the PTA newsletter in their registers to share with their class as a way of making sure our messages reach home via the children too.

7. Events this term

Disco – need to clarify with the disco team how many helpers are needed. **MT** to meet with Caff Maskell to discuss checklist.

Parent Bar – Stock take to take place during grounds working party 17th Oct

Christmas cards – waiting for the last few designs to come in

Wrap a present – **MT** is going to do a stocktake to see if there are any gaps to be filled

Christmas Fair planning – Meeting to take place 5th October

8. PTA IT

- Currently aldryngtonpta.com is owned and hosted by Simon Windisch. As he is no longer a parent of a child at the school it is appropriate that the PTA take on the hosting and associated costs. SW has offered to continue the admin on our behalf. We agreed that we would take him up on this offer and follow his advice as to the appropriate hosting company / package.
- PTA email lists require updating, to be discussed by email (**AE/MT/SW**)
- Share drive / password backup system needed – active google drive has been updated and shared with the officers.

9. Calendar for the year ahead / new events and activities

- It is intended to book all the committee meetings for the coming year. Some parents find Thursdays difficult, so it is proposed to alternate these with meetings on a Wednesday. A list is to be drawn up and confirmed with officers and ES by email.
- The PTA has agreed to take on the clothes recycling fundraiser from the school office/school council. **SB** has investigated a collection, and a static bank on site. The best price for collection is 65p per kilo if we book four collections in advance, 60p per kilo otherwise. The best static bank would give us 40p per kilo. The only date available this term is 27th Nov, however this would not work for us as the pool changing rooms will be in use for Wrap a present storage. The school would prefer a first thing in the morning collection. It was agreed to try to get a date in January as a one off, and investigate potential sites for a bank in the meantime.
- Easter Egg hunt – to be planned at the next meeting
- BT donate/annual appeal to be further discussed by email and confirmed at the next meeting.
- Christmas puddings – **SB** brought some samples for us to try which were well received. If we order in advance we can pay £3.59 per pudding and charge £5.95 each. It was agreed to buy 4 packs of 12 (48) of the plum puddings in advance and take orders from parents, to be collected at the Christmas fair. If more than 48 pre orders received then **SB** can buy more but at a slightly less discount. Any leftovers will also be sold at the fair. **MT** and **SB** will arrange posters and order forms.

10. Date of Next Meeting

Wednesday 18th November 2015 - 7pm in the Staffroom annex