

**1. Present**

Amanda Ellis; Clair Harris; Sarah Parkes; Elaine Stewart; Anna Neffendorf; Sarah Coleman; Ruth Upton; Cherry Tilbrook; Michaela Thomas; Amanda Bates; Ruth Evans

**2. Apologies**

Jo Beales; Sabine Bickle; Emily Counihan

**3. Minutes of last meeting and matters arising**

- BT MyDonate Appeal. Miss Nowell to provide a list of up to 3 things to the PTA for the funds to be spent on.
- **CH** to confirm if all cake sale money has been spent. As agreed previously any cake money not spent by mid Nov 2016 will go towards purchasing more Numicon resources.
- There were no other matters arising and the Minutes were agreed to be an accurate record of the meeting on 10<sup>th</sup> Nov 2016.

**4. Treasurer's report (attached)**

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

- Mrs Marshall's cake sale was held on 10th November and raised £98.70. Mrs Dunn's cake sale was held on 13th December and raised £134.28. Mrs Smith and Mrs Coleman's cake sale was held on 11th January and raised £104.89.
- Wrap A Present was held from 28th – 30th November and took £1,683.07, representing a profit of £746.43.
- Sales of Christmas cards made a profit of £233.95.
- Sales of Christmas Puddings made a profit of £182.08.
- The Christmas Fayre was held on 3rd December and made a profit of £2,710.38, with an additional £2,100 of Match Funding generously provided by Vodafone. An application for a matched funding donation by another parent to a different company has been made but not yet confirmed, so this figure may increase.
- Agreed funding - Outstanding
  - 15/8 Numicon resource books
  - 16/6 Musical instruments
  - 17/6 Two Gazebos – **MT** looking at prices and will buy
  - 16/9 Smartboards for Upper School. The School has had quotes from Waterman Solutions, Inspired ICT and NS Optimum.
- 17/7 CD player – purchased
- PTA to pass swimming lessons money via BT MyDonate to the School

## 5. School funding partnership

- 17/8 Mrs Marshall – request to replace group reading books at a cost of £886.80. ES questioned whether Mrs Marshall may have bought books with school funding – **CH** to check with Mrs Marshall. **CH** confirmed after the meeting that the books have been purchased using School funds, therefore this request has been withdrawn.
- The **PTA approved** the following requests;
  - Foundation department request for spending the the BT Donate Fund on the following items, value of approximately £150;
    - Coloured pipe connectors
    - Trellis guttering stands
    - Giant balance pack
  - Smartboards for Upper School. The School has had quotes from Waterman Solutions, Inspired ICT and NS Optimum. The School would prefer Inspired ICT – All agreed and spending approved.
  - The original intention to relocate / reuse two of the not quite worn out smart boards from upper school in the music room and lower school group room was discussed. These would require new hardware, wiring and installation and after a recent audit the boards have been found to be no longer fit for use. Given the future structure of the school is uncertain the idea of purchasing an installed replacement was rejected by all present. However, there is a requirement for new smartboards and spare the budget from the allocation of the US boards. The possibility of buying a portable solution that can be moved between classroom and therefore suitable for future use post redevelopment was suggested. **ES** will ask Simon to look into any portable whiteboard options.

## 6. The teaching/school staff feedback process

- **AE** advised that a member of staff had discussed the Christmas parties with an Officer in November. Some teachers had raised concerns about the PTA approach to Christmas parties. although the plans had been agreed in January. The PTA would prefer feedback sooner and want to ensure that teachers are informed of Committee decisions so they are aware of what has been agreed. **AN** asked if there should be another communication to the teachers where PTA decisions impact them. **SC** suggested putting meeting minutes on the staff table. **SC** is happy to communicate PTA messages about events nearer to the time. **MT** asked if it would be beneficial to have a middle or upper school teacher on the PTA committee. **ES** said that this should be discussed at the teacher team meeting.

## 7. PTA involvement in class parties and refreshments

**AE** raised that the PTA is struggling to get volunteers for PTA events. As an example there are 400 parents at school and **AE** couldn't fill over 100 spaces in the Christmas fayre. The event only went ahead as multiple parents covered lots of slots. PTA propose to stop providing refreshments at School events due to the difficulty in finding volunteers especially around Christmas. **ES** accepts it is a difficult ask to get

so many volunteers for multiple events in December. All agreed that the PTA would no longer provide refreshments at School events.

#### 8. Events this term:

##### Disco / parent bar

- **AB** completed TENS

##### Clothing collection

- **AN** – all under control, George did a fantastic job managing all the bags and helping with the collection. **AE** to confirm if Carolyn Simpson is still happy to take over the management of clothing collection. **AN** suggested we book now for mid April

#### 9. Future Events

##### PTA summer fayre

- There will be no summer fayre this year as this event alternates with Happy's Circus. – all agreed. A discussion was had on which event Upper School would have an opportunity to run stalls. **AN** suggested they could run the refreshments and ice lolly, crisps, sweets stands at the Try-a-Tri. **ES** to discuss with Emma Dunn. **ES** mentioned that they are not thinking of running the concert this year and that performances may take place when school dances happen.
- **AE** to ask John Thompson if he is managing the Try-a-Tri this year or plans to hand it over to someone else. **ES** to check dates to avoid. Proposed date 8<sup>th</sup> July or 10<sup>th</sup> June.

##### Easter Egg Hunt

- **MT** she is happy to manage the Easter Egg Hunt. 29<sup>th</sup>-31<sup>st</sup> March.

#### 10. AOB (please notify the Secretary in advance of the meeting)

- **Thames Valley Air Ambulance.** **AE** to propose all profit from the disco goes to Thames Valley Air Ambulance as a "thank you" from the parents for their assistance at the recent incident. The agreed donation was the £2.50 for entrance fee and additional profit from sweets and parent's crèche. **EA** suggest we contact the air ambulance once we know how much we have to donate – as they may come in person. **All agreed.**
- **Theatre / Music activities.** **AE** asked if the School would be interested in the PTA funding a visiting theatre or orchestra since we have sufficient funds. **SC** also suggested looking into getting an author in. **ES** and teachers suggested that the PTA fund a panto at Christmas or an entertainer instead of the class Christmas parties. All agreed that this was a good idea. Further investigation into options will need to be carried out.
- **CPR.** **EA** asked if the offer of the PTA funding basic CPR training course for children would be welcomed by the school, particularly if it could sit within the PSHE curriculum. **ES** mentioned that the school used to do a basic heart start course and would discuss with the team.
- **Leaver's Souvenir Autograph Book** **CH** showed everyone a sample leaver book for year 6. The costs are £2.70 per book, a one off charge of £25 to create an

Aldryngton stamp block and then £12:50 delivery. 25-50 books £10 delivery. The aim would be to give out the books a few weeks before school ends. **CH** to phone the book company to find out delivery times and put in an order. **PTA agreed** to purchase 50 for this year as a trial

- **Happy's Circus 2019.** **AE** confirmed that Happy's Circus has limited availability with only the 17<sup>th</sup> May 2019 appropriate. **AE** confirmed that if the PTA book and then cancel at +90 days the £78 booking fee is no refundable. This should mitigate the risk of impact to the field due to future expansion building works. **AH** suggested we see if they have any dates in Sept 2019 if the May data clashes with SATs. **ES** said no to booking in Sept. PTA agreed to book it for May 17<sup>th</sup>. **ES** to discuss with staff potential clash with SATs.
- **Volunteer Recruitment.** **AE** suggested that the PTA send out a call for volunteers for large events by a specific time to ensure the event is viable. An event will not go ahead if there are insufficient volunteers. It was proposed we send out a request for volunteers for the Easter Egg Hunt, Quiz, Try-a-Tri and Pool Club
  - Philip Byrne has volunteered to be quiz master
  - Should we bring back the Pool Club committee to spread the effort required to manage the club?
- **Second hand Uniform sales.** **AE** confirmed that Vicki Adams would like to step down as lead on this project. There was a general discussion around whether this was something the PTA want to continue given the effort, storage and profits generated? It was suggested that we drop if we don't have sufficient volunteers. **MT** suggested we get rid of PE kits and 50 pence polo shirts to reduce storage space – also proposed to sell after school as this may be easier to do and raise more funds. **AN** mentioned we need to make sure we don't bury PTA requests in PTA newsletters. **AE** to draft a letter – call to arms – quiz, uniforms and pool club volunteers. **MT** is happy to own pool club management with Sarah Byrne but more volunteers welcome.
  - **CT** volunteered to take over the management of the second hand uniform sales from Vicki Adams.
- **PTA contact details.** **CH** raised a concern that she was contacted by a teacher on her landline for a non-urgent PTA matter. The PTA would prefer the school to contact individual members of the PTA via email where it is not urgent.
- **Christmas party funding.** The PTA will now fund a Christmas Panto, subject to costs, etc. class parties will no longer take place.
- **School Funding**
  - **SB** asked whether the PTA could discuss funding new books for foundation as many of them seem to be falling apart. **ES** stated that this issue is known and that books have already been ordered for foundation using School funds.
  - **SB** asked whether the PTA should pay to fix the trim track. **ES** stated that the adventure playground is permanently closed as the below ground wood had rotted and the structure is now unsafe. The school has allocated funds for

repair/replacement however they are waiting for a decision on the proposed expansion before committing them.

- **MT** – PTA usually gives a donation to the leavers party – should we contact Mrs Dunn to agree an amount. PTA agreed to pay 100 pounds for this year's leaving party.

11. Date of next meeting(s)

- 23rd March 2017
- 18<sup>th</sup> May 2017
- 6<sup>th</sup> July 2017

Sarah Parkes

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19<sup>th</sup> March 2017