



Aldryngton School PTA
Minutes of the PTA Annual General Meeting
Thursday 5th October 2017

1. Present

Amanda Ellis; Elaine Stewart; Clair Harris; Ruth Upton; Sarah Parkes; Anna Neffendorf; Catherine Holt; Victoria Duffield; Toshiko Tani; Ishanie Sunthareswarah; Amanda Bates; Liz Gordon; Aishah Gober Kamaldeen; Rob Duncan; Sabine Bickle; Michaela Thomas; Rajani Chamarthi; Emily Counihan; Erika Augusti; Catherine Maskell; Sarah Coleman; Sarah Byrne; Tiffany Forshaw; Hannah MacIndoe;

2. Approval of the minutes of the previous AGM

The minutes of the last AGM were accepted

3. Chair's report – Amanda Ellis

We've had a great year, there have been some amazing events with lots of children participating and there have also been some challenges.

Let's start with the bottom line, I'll let Clair give you the numbers however when I reviewed my report from 2016 we stated that it would be highly unlikely that we could significantly increase our income. I'm please to say that we were wrong.

The achievements of last year are the result of the hard work of a dedicated core team. In particular Ruth Upton, Anna Neffendorf, Amanda Bates, Sabine Bickle, Jo Beales, Michaela Thomas, Cherry Tilbrook, the disco team, the Try-a-Tri team led by Bernie Styer and Carolyn Simpson

However often forgotten is the work of the Aldryngton support team, Julia Franks, Lyn Benham, Helen Durrant and of course George Bridges who is the unseen, never recognised hero of the PTA.

This year I must also, on behalf of all the parents, say a huge thank you to Clair, who is standing down this year. She doesn't just count the pennies! Although, that takes a large amount of her post-event time. She tracks every penny, manages the Charity Commission communications, the insurances and gambling licence and knows far more about claiming Gift Aid from HMRC than she ever wanted to know!

When I took on the Chair role, I wanted to help build on previous successes and I'm proud of what's been achieved on the last two years.

I have worked with Clair to establish financial procedures.

We now have a sinking fund, to cushion the PTA from large unexpected items in the future.

Our fundraising has been so successful that we are now able to discuss non-essential items for funding.

I am especially proud of the work done on the Christmas Fayre. All the elements were there it just needed a little tweaking. Those tweaks turned it from an event that made just under £2k in 2014 to one that took nearly £4.5k in 2015 and £5.9k in 2017 when comparing like for like.

A big part of the increase has been maximising the match funding and using it intelligently. We have a number of parents who always volunteer for the big events, last Christmas Fayre alone we received £2.4k. Again, we ask any parent who works for a company that offers a match funding initiative to volunteer so we can increase that figure.

All our events require support from parents to make them work, some take place over a few days and need only a handful to operate, others like the Christmas Fayre require more, last year's had 120 one hour slots to fill.

In March we wrote to parents requesting volunteers to come forward to take on roles, to spread the load. Sadly we didn't have a single response.

In July, we advised that all four officers would not be seeking re-election and requested volunteers, we know people heard, there was Facebook chatter and yet only one volunteer came forward. However after our recent communications, I'm delighted to report that we had an unprecedented 12 people come forward to stand for the officer roles.

It has been a busy two years, I have particularly enjoyed managing the two Christmas Fayres, Summer Fayre and Circus. I and the rest of the team are looking forward to taking a bit of a PTA sabbatical and attending some amazing future events.

Treasurer's report – Clair Harris

The huge financial success of the 2015/16 academic year was always going to be a hard act to follow, but thanks to the hard work, dedication and enthusiasm of all involved in the PTA we managed to outstrip those achievements in 2016/17, generating a record income of £37,872.22.

All of the well-loved favourite events performed strongly again, and the new events and initiatives introduced in 2015/16 went from strength to strength in 2016/17, with the Easter Egg Hunt and Christmas Puddings well established as firm favourites in the calendar now. This year Happy's Circus returned to Aldryngton, and raised significant funds for the PTA as well as being enjoyed by children and adults alike.

As well as the organised events, the PTA generates significant income from Match Funding – this year the contribution from Match Funding was £4,380.91, accounting for over 10 % of the PTA's income. Commission on internet sales via EasyFundraising, Easy2Name and Stamptastic contributed a further £587.01.

The net result of all of these fantastic efforts is that the PTA has been able to commit to funding £20,000 worth of items for the school, spread across the entire school population and covering a diverse range of curriculum enriching items such as books, a replacement maypole, tablets, musical instruments and a new Trim Track. This year the program of Smartboard upgrades was completed, entirely funded by the PTA.

It has given me enormous satisfaction and pleasure during my three years as Treasurer to be part of a group of committed and enthusiastic volunteers whose energy and dedication have seen massive financial success for the PTA in recent years. I've received huge support from all of them, and am very appreciative of this, and hope that they will continue to support my successors in the same way. All contributions to the PTA are valuable and vital to the continuing success of the charity, and we all in our own way can ensure the continuation of the ability of the PTA to provide much needed financial assistance to the school.

4. Head's report – Elaine Stewart

The value of a school's PTA is measured in many ways

Last year saw yet another successful fund raising effort from the PTA with events including discos, Christmas fayre, cake sales, circus, Tri a tri event, Easter egg hunt, Bag 2 School collections and the swimming pool club. Income for last year alone was £37,872.22, and was over £100,000 for the last three years.

The profit achieved from this income has enabled the school to purchase and have money set aside for a number of items and projects including:

- £10K towards the new adventure playground
- £7K for the purchase of tablets
- Completion of the SMARTboard and projector project
- A contribution towards the second defibrillator
- Class readers and topic books
- Monies for Christmas parties 2016 and the Christmas pantomime 2017
- The Year 6 leavers' party and their autograph books
- Maypole
- CD player and musical instruments

In addition to its fund raising role, a PTA is valued for the social opportunities it provides. PTA events help to bring the school community together with a shared purpose.

Most recently though, Aldryngton has had the value of its PTA measured by the level of concern ultimately demonstrated following the news that without support it would cease to operate. The thought of Aldryngton without a PTA was very concerning, but thankfully we did have people stepping forward to take on the key named roles required of the PTA as a charity.

The PTA has such a strong track record under the leadership of its exiting officers that its loss would have been significant for the school community. I'm pleased for them that the PTA's future has been secured and will continue their good work for many years to come.

I'd ask that the full school community supports the work of the PTA in whatever way possible. If we all work together, offering our skills and time, we will secure continued success and the long term viability of our PTA.

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.

Elaine Stewart
Headteacher
Oct 2017

5. Election of Chair

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

Election of Chair: Erika Augusti with Harsh Setia was proposed by Mrs Stewart and seconded by Amanda Ellis. Erika Augusti to be the elected Officer. **Appointed**

6. Election of Treasurer, Secretary and Vice Chair

Election of Treasurer: Rajani Yasodha and Ravikanth Vakada was proposed by Erika Augusti and seconded by Ruth Upton. Ravikanth Vakada to be the elected Officer. **Appointed.**

Election of Secretary: Tiffany Forshaw and Hannah MacIndoe was proposed by Erika Augusti and seconded by Ruth Upton. **Tiffany Forshaw** to be the elected Officer. **Appointed.**

Election of Vice-Chair: Emily Counihan and Michaela Thomas was proposed by Erika Augusti and seconded by Ruth Upton. Emily Counihan to be the elected Officer **Appointed.**

7. Filling of other roles, including Class Representatives

- **EA** asked for volunteers to take over the project management of the Christmas Fayre, Summer Fayre, Happys Circus, and Try-a-Tri. There were no volunteers at the meeting so it was agreed to advertise these vacancies in the next PTA newsletter and discuss in more detail at the next PTA meeting. **AE** mentioned that there were detailed spreadsheets and notes for how to run the Christmas Fayre and Happy's Circus to help the new project managers get up to speed.
- Need to arrange a date for the next Summer Fayre, this will be discussed at the next PTA meeting.

- The role of a class rep was discussed and there was a suggestion from **RU** to define the role to ensure parents understood what was being asked of them before they signed up, as there was some confusion over what the role involved the previous year.
- Amanda confirmed those willing to oversee and assist with the following activities:

Newsletter & Communication	Michaela Thomas
Pool club	Michaela Thomas and Sarah Byrne
Discos	Catherine Maskell and Helen Barnes
Wrap A Present	Michaela Thomas
Easter Egg Hunt	Michaela Thomas
Quiz Nights & Bingo Nights	Philip Byrne & Michaela Thomas
Textiles Collection	Carolyn Simpson
Second hand Uniforms	Cherry Tilbrook
Christmas Cards	Rhona Phipps, Michaela Thomas
Cake sales	Anna Neffendorf and Anna Dieguez
Staff	Kay Blackaby, Rebecca Edgcumbe
Try-a-Tri	Project Manager (tbc), food (Nigel Coleman)
Happys Circus	Project Manager (tbc)
Christmas Fayre	Project Manager and support team (tbc)
Summer Fayre	Project Manager and support team (tbc)
Parent Bar	LS and MS/US volunteers (tbc)
Class Reps	Various

8. AOB – including discussion of amendment of the PTA Constitution

MT and **EA** proposed a change to the constitution to reduce the number of elected officers from 4 to 3. **AN** stated that the constitution could not be changed in this AGM as the required notice was not given before the meeting. The PTA Officers also checked the rules with the Charity Commission for due diligence. **ES** suggested that the new officers explore the options to change the constitution in more detail and that since there was no urgency to propose the changes at next year's AGM.

AE reminded the new chair to call Happy's Circus early in the new year to confirm the date of the next booking.

9. The date of the next PTA meeting

Thursday 2nd November at 7pm

The next AGM is scheduled for the 4th October 2018

Sarah Parkes

Secretary, Aldryngton School PTA

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26th October 2017