



PTA Annual General Meeting Minutes

Held on Tuesday 6th October 2020

Present: Ibrahim Ahmed (IA), Erika Augusti (EA), Amanda Bates (AB), Shweta Bist (SBI), Sarah Bryne (SBr), Sarah Coleman (SC), Emily Counihan (EC), Sukanya Das (SD), Yuxuan Dong (YD), Vicki Duffield (VD), Priya Gupta (PG), Sri Harsha Cherukuri (SHC), Qi He (QH), Sabine Heine-Bickle (SHB), Hemant Khanna (HK), Stella Keramida (SK), Hannah MacIndoe (HM), Aishah Makowsky (AMa), Anil Madineni (AM), Anna Nie (AN), Hema Ramabhotla (HR), Tina Shepherd (TS), Jocelyn So (JS), David Spedding (DS), Natalie Stenson (NS), Elaine Stewart (ES), Ravi Vakada (RV)

Item		Action
1	Welcome and Apologies <ul style="list-style-type: none"> No apologies received. 	
2	Approval of the minutes of the last AGM <ul style="list-style-type: none"> The minutes of the last AGM were approved, and will be signed in person by EA (Chair) on 7.10.20. 	HM to arrange with EA to sign 2019 AGM minutes.
3	Amendment of the PTA Constitution <ul style="list-style-type: none"> The members of the PTA were informed on 16th July 2020 of the proposal to amend point 1.4 of the PTA constitution. This is in order to help 'future-proof' the PTA by reducing the number of required Officers from 4 to 3. HM explained that the new wording would be: The committee is composed of a minimum of three members elected to the positions of Chair, Secretary and Treasurer (the elected committee members who shall be the trustees of the charity). The minimum number of committee members: 3 The amendment was passed unanimously. 	HM to update constitution, ensuring that the updated copy is submitted to the Charity Commission and uploaded onto the school website.
4	Chair's Report – Erika Augusti <ul style="list-style-type: none"> Welcome everyone to this year's AGM, and especially to the new parents who have joined us this year. What can I say? We have just started another academic year, one like no other. The last academic year was not how I envisaged to spend my last year as Chair. Nevertheless, the first 6 months of the year went well and we have managed to achieve a good result overall, given the circumstances. We had amazing results at Christmas time with the Fayre (with nearly 700 people attending), Wrap a Present, Legobricks fundraising and the Christmas cards, overall making a profit of about 6K at Christmas. We also managed to run two successful school discos and a very well attended Curry and Bingo night. For these we have to thank Natalie and Kelly from the Disco team, Fiona, Vicki, Alison and Rachel from the Family Lounge team, Priya and Michaela for the huge task that Wrap a Present is, Sabine for the Legobricks fundraising, Charlotte for the Christmas cards, the Officers for the Christmas Fayre and Curry and Bingo night, and of course our host with the most, Phil. We also managed to host a clothes collection that raised nearly £300, run as always by Carolyn and five bake sales, run by the lovely duo, Anna and Michelle. We also have to thank all the parent helpers who stepped in to help run all these events. The money raised has helped fund the purchase of a very successful (and expensive!) phonics programme, that will hopefully help hundreds of children in their learning journey for years to come. 	

	<ul style="list-style-type: none"> • Unfortunately, due to lockdown all the scheduled events like Easter Egg Hunt, the May disco and our biggest fundraisers, Try-a Tri and Happy's Circus had to be cancelled. It is heart-wrenching as these are not just fundraising events, they are memories that children treasure for years to come. • We were wondering how a virtual Lockdown Try-a-Tri would work and luckily Sabine stepped in and organised the event, with more than 150 children taking part and over £1100 raised on the Crowdfunder page. Happy's Circus had to be postponed to the 22nd of April 2022, as no other dates were available before then unfortunately. • Sadly, this year we had to say goodbye to an extremely valuable member of the PTA, Michaela Thomas. Her commitment is second to none and her ideas and organisation over the years have made the success that Aldryngton's PTA is enjoying today. She took on challenge after challenge and introduced and organised innovative activities and improved existing ones. She will be sorely missed by everyone. • Last but not least I'd like to thank all the officers: David, Ravi, Hannah, Shweta, Priya and Anil, whose dedication has been essential to the smooth running of the committee and of course Mrs Stewart, who has kept us busy with her demanding funding requests! I have enjoyed working with all of you for the past three years. Some of you are moving on, and I feel I have done my time too. Good luck to the Officers who are staying on and to the ones who are stepping up. 	
5	<p>Treasurer's Report – Ravi Vakada</p> <ul style="list-style-type: none"> • Welcome to the PTA's annual financial report 2020. Firstly, I would like to offer my deepest and sincere condolences for families who have suffered any loss within their close circle due to COVID-19. The COVID-19 situation has developed rapidly across the world in an unprecedented way and severe measures were adopted to protect families. On this note, I would like to appreciate and thank Mrs. Elaine Stewart for handling the measures meticulously within the boundaries of the school, as per the guidelines from public health authorities, and keeping the parents informed about the measures adopted at the school. Due to the government lockdown measures, Aldryngton school was partially closed on 13th March, 2020 until the end of academic year. • On a positive note, the PTA successfully raised £20,821.91 this year from various activities before lockdown. We managed to run two successful Discos, five Bake Sales, the Christmas Fayre, Wrap a Present, Legobricks fundraising and the Bingo & Curry night. • Unfortunately, PTA could not organize the Silver Coin Mosaics, Easter Egg Hunt, May term disco and the biggest fundraisers: Try-a-Tri and Happy's Circus had to be cancelled. Happy Circus is postponed until 22nd April, 2022. We also fell short of Pool club funds as well (£187.50 income in below table is from Summer 2019). • A huge thank you to Sabine for organizing the special lockdown edition of the Try-a-Tri and the PTA raised £1,350 via the Crowdfunder page. I would like to thank Michaela for keeping up the spirits during lockdown and organising "Eco-racing", a virtual balloon race, and successfully raised £247.52. • The PTA would like to extend thanks to parents who support the PTA via match funding. This year we have received £4,750 match funding for the Christmas Fayre. Thank you, Tina Shepherd, for £3,000 from Microsoft match funding and Louise Fisher for £1,750 from Vodafone match funding. 	

	<ul style="list-style-type: none"> The money raised has helped to fund a phonics programme which will be helpful to many children in their curriculum and continue to support previously committed funding requests. I would like to make a note that all parents can generate free funds for the PTA while doing online shopping. Please refer to the PTA newsletter for more details on the below: <ul style="list-style-type: none"> Easy Fund Raising - https://www.easyfundraising.org.uk/causes/aldryngtonpta/ Amazon Smile - http://smile.amazon.co.uk/ Easy2Name - http://www.easy2name.com/ Stamptastic - http://www.stamptastic.co.uk/ I will be stepping down as PTA treasurer this year and would like to thank all the PTA members for supporting me in this role. It has given me enormous satisfaction and pleasure to be part of a group of committed and enthusiastic PTA volunteers. My best wishes to Mrs. Elaine Stewart as she retires this year and a warm welcome to Mr. Mark Weider. I would like to extend my best wishes to the new PTA team and wish them success with their future plans. 	<p>Treasurers and Communication's Lead to highlight online shopping fundraising avenues in the lead up to Christmas.</p>
<p>6</p>	<p>Headteacher's Report – Elaine Stewart</p> <ul style="list-style-type: none"> I have been HT at Aldryngton for 20 years and during that time I have greatly valued the PTA's commitment to the school. Not only has the Association raised an incredible amount of money over the years, but it has provided regular opportunities for the community to come together, supporting our pupils in their efforts to contribute to their school as well. Committee members have been dedicated to their respective roles, some for many years at a time. The school has benefitted greatly from the PTA's teamwork. I am very saddened that Covid 19 has had such an impact on so many aspects of the wider life of Aldryngton, including the activities of the PTA. No-one could have foreseen a situation when valued key events could not take place including the opening of the swimming pool, Summer Fayre, Try-A-Tri, discos and much more, all of which bring the community together and raise much needed funds for the school. It is such key events that help pupils to have cherished memories of their time at school. Regrettably, I have no doubt that Covid will impact the school and its community for some time to come. Securing the ongoing success and future of the PTA is crucial. It will take the collective effort and creative thinking of its members in the current climate. Innovation has been a feature of the PTA's activities; the Try-A-Tri event being one such example. Future plans drawn up to deal with the challenges created by CV19 may become features of the PTA calendar into the future. I wish the PTA every success in its future endeavours, knowing that normal times will return. I thank everyone for their whole-hearted involvement over the years and the hope they take satisfaction from the fact that they have been a valued part of the school's success. 	
<p>7</p>	<p>Election of Chair</p> <ul style="list-style-type: none"> Election of Chair: Anil Madineni was proposed by HM and seconded by EA. Hema Ramabhotla was proposed by EA and seconded by AM. Anil Madineni to be the elected Officer for 2020/2021 and Hema Ramabhotla to act as co-Chair. Appointed 	<p>HM to update Charity Commission website.</p>

<p>8</p>	<p>Election of Treasurer, Secretary and Vice-Chair</p> <ul style="list-style-type: none"> • Election of Vice-Chair: Priya Gupta was proposed by EA and seconded by AM. Priya Gupta to be the elected Officer for 2020/2021. Appointed No nomination was received for the position of co-Vice Chair. • Election of Treasurer: David Spedding was proposed by RV and seconded by HM. Hemant Khanna was proposed by PG and seconded by SBI. David Spedding to be the elected Officer for 2020/2021 and Hemant Khanna to act as co-Treasurer. Appointed • Election of Secretary: Shweta Bist was proposed by EA and seconded by HM. Natalie Stenson was proposed by PG and seconded by DS. Shweta Bist to be the elected Officer for 2020/2021 and Natalie Stenson to act as co-secretary. Appointed 	<p>Communications Lead to advertise the need for a co-Vice Chair in next PTA Newsletter.</p> <p>HM to update Charity Commission website.</p> <p>HM to update Charity Commission website.</p>
<p>9</p>	<p>Filling of other roles, including staff and class representatives</p> <ul style="list-style-type: none"> • A strong team of event-leads have already been confirmed for 2020/2021: <ul style="list-style-type: none"> - Communications: Vicki Duffield - Christmas Cards: Charlotte Marion - Christmas Consumables: Sabine Heine-Bickle - Easter Egg Hunt: Hannah MacIndoe and Tiffany Forshaw - Try-a-Tri: David Spedding, supported by Mark Fielding, James Harvey and Sabine Heine-Bickle (Health and Safety) - WAP: Priya Gupta and Erika Augusti - School Discos: Natalie Stenson & Kelly Peacock - Quiz Nights & Bingo Nights: Philip Byrne & PTA Officers - Family Lounge: Victoria Duffield & Rachel Fielding (Lower School) and Fiona Grant (Middle / Upper School) (Alison Payne TBC). - Pool Club: Sarah Byrne - Bake Sales: Anna Dieguez & Michelle Harris - Second Hand Uniform Sales: Tina Shepherd - Textile Collections: Carolyn Simpson - Cash4Coins: Tiffany Forshaw • Events which still require volunteers in 2020/2021 are: <ul style="list-style-type: none"> - Wrap-a-Present: Priya Gupta and Erika Augusti. (Additional lead-volunteers required.) - Christmas Events: Although it is not possible to hold a Christmas Fayre this year imaginative ideas and willing volunteers are required to lead Christmas fundraising opportunities. (Lead-volunteers required.) - Pool Club: Sarah Bryne. (Additional lead-volunteers required.) • Events which do not need volunteers immediately: <ul style="list-style-type: none"> - Summer Fayre: PTA Officers and additional volunteers - Silver Coin Mosaics (formerly Copper Coin Mosaic) - Happy Circus: PTA Officers and additional volunteers. (Rearranged date: 22nd April 2022) • Staff Reps: Sarah Coleman confirmed that she would continue as a staff rep and will ask Rubina Samdani if she would like to continue. 	<p>HM / Communications Lead to update Simon Windish of the email addresses of the new Officers / Event Leads.</p> <p>Communications Lead to continue to advertise for volunteers to fill vacancies in PTA newsletters.</p> <p>SC to confirm if Mrs. Samdani wishes to continue as a staff rep.</p>

	<ul style="list-style-type: none"> Class Reps: AM proposed that the role of Class Reps was paused for the moment as additional visitors are not allowed into school due to Covid-19. 	
10	<p>AOB</p> <ul style="list-style-type: none"> Halloween Event: NS shared the disco team's alternative to the October disco: a Spooky Creative Competition, involving a dance, pumpkin carve or poster design. NS and KP to organise and have volunteered to provide prizes for year group winners. £2.50 entry per item. West End in Schools: SC shared that a dance workshop based on Aladdin is to be provided for each class instead of the traditional panto this year. Natwest Signatories: two signatories are required for each cheque. The signatories for 2020/2021 will be: David Spedding (treasurer), Anil Madineni (chair), Priya Gupta (vice-chair) and Mark Weider (head teacher). New signatories are required to provide Natwest with proof of ID if they are not a Natwest account holder. 	<p>DS to ensure the process of updating the Natwest signatories is completed.</p>
11/12	<p>Dates of next meetings</p> <ul style="list-style-type: none"> Tuesday 3rd November 2020 (Committee Meeting, via Zoom) Tuesday 7th October 2021 (AGM, potentially via Zoom) 	

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

Signed: _____

Date: _____

Income and Expenditure Summary – Year to date

	Income		Expenditure		Net	
	01/09/2019	01/09/2018	01/09/2019	01/09/2018	01/09/2019	01/09/2018
	to 31/08/2020	to 31/08/2019	to 31/08/2020	to 31/08/2019	to 31/08/2020	to 31/08/2019
Events and Activities						
Bingo & Curry Night	£857.50	£962.40	£435.96	£531.21	£421.54	£431.19
Christmas Cards	£723.50	£954.25	£532.95	£701.10	£190.55	£253.15
Christmas Fayre	£4,530.45	£4,505.73	£971.78	£538.29	£3,558.67	£3,967.44
Christmas Grand Draw	£519.00	£729.00	£237.10	£237.10	£281.90	£491.90
Christmas Puddings	NA	£350.00	NA	£255.00	NA	£95.00
Disco	£2,181.65	£3,382.26	£986.89	£1,597.72	£1,194.76	£1,784.54
Easter Egg Hunt	£354.82	£457.50	£0.00	£195.00	£354.82	£262.50
Parent Bar	£274.85	£511.97	£59.40	£183.16	£215.45	£328.81
Pool Club	£187.50	£4,058.90	£1,610.64	£2,210.08	(£1,423.14)	£1,848.82
Secondhand Uniform	£91.50	£195.50	£0.00	£-	£91.50	£195.50
Summer Fayre	NA	£1,982.07	NA	£141.99	NA	£1,840.08
Textile Collection	£277.20	£559.20	£0.00	£-	£277.20	£559.20
Try a Tri	£437.56	£3,792.04	£57.15	£1,261.51	£380.41	£2,530.53
Wrap A Present	£2,036.47	£2,262.20	£745.13	£1,049.48	£1,291.34	£1,212.72
Copper Mosaics	NA	£268.08	NA	£-	NA	£268.08
PTA Fund Raising	£1,757.63	£3,000.00	£0.00	£-	£1,757.63	£3,000.00
Lego Keyrings	£768.50	NA	£621.50	NA	£147.00	NA
Donations						
Unrestricted donations	£454.24	£40.00	£	£-	£454.24	£40.00
BT My Donate – General	NA	£186.05	£	£-	NA	£186.05
Wonderful.org donations	£26.00	£65.00	£-	£-	£26.00	£65.00
Miscellaneous Items						
Misc	£-	£-	£493.11	£872.39	(£493.11)	(£872.39)
Internet Sales Commission	£223.87	£311.04		£-	£223.87	£311.04
Interest	£69.67	£73.59		£-	£69.67	£73.59
Match funding - Others	£300.00	£1,855.00		£-	£300.00	£1,855.00
Match funding - Summer Fayre	£-	£-		£-	£-	£-
Match funding - Try a Tri	£-	£1,750.00		£-	£-	£1,750.00
Match funding – WAP	£-	£-		£-	£-	£-
Match funding - XMas Fayre	£4,750.00	£9,750.00		£-	£4,750.00	£9,750.00
	£20,821.91	£42,001.78	£6,751.61	£9,774.03	£14,070.30	£32,227.75

Cake Sales: Total Cake Sale collections: **£586.49**

Ravi Vakada, Treasurer, 06th Oct, 2020