

Emmbrook Primary Schools Parent Teachers Association

Registered Charity No. 1033449

PTA MEETING MINUTES

Thursday 14th October
7.30pm – MS Teams Meeting

Attendees: Sarah Gresty (Chair), Jo Colby (Vice-Chair), Sam Sprake (Co-Treasurer), Sharon Ketley (Secretary), Christine Leddy, Corinna Gillard (Infant School Head), Sonja Kawash, Helen Venfield, Gen Frost, Rosi Gonzales. **Apologies:** Louise Reid, Vanessa Hemmi, James Usher (Junior School Head)

Halloween Balloon Race - Update from Sarah Gresty.

Sadly not as much uptake this year – only 6 balloons so far. **Action: Sarah to advertise again on FB**

Jingle Bell Jo - Update by Christine Leddy.

Confirmed for Sunday 12th December 10.30am. Arrangements all underway including Risk Assessments and the Event Management Plan. Christine in dialogue with TVP and Wokingham Borough Council to confirm Traffic Management Plan. Route still to be confirmed but both long and short walk will commence from the school site, across the three fields, over Old Forest Road into the Sang by Monkey Mates to return to the school site at the finish line. Proposed distances to be 2km and 5km. Helen Venfield has set up a sign-up for the event. The event will require 10 marshals (ideally not parents so that they can be free to take part in the event) - potentially grandparents, Emmbrook Senior School pupils/DOE students, Year 6 pupils or 1st Emmbrook Scouts. James Usher agreed toilets can be used on site for the event.

Action: Christine to confirm that they can be opened prior to the event. Jo Colby confirms that Tony Colby will attend as First Aider. Suggested refreshments – squash, water, teas/coffees/hot chocolate and chocolate lollipop (or alternative) included in ticket price. Corinna Gillard to allow Infant School urns and staff room to be used to prepare drinks. Cake stall and sweet stall an option – Sharon Ketley happy to bake some cakes. Mince pie and cake donations to be requested. Jo Colby confirms Tesco will provide some water and Christmas lollipops.

Action: Jo Colby to ask Tesco for tea bags.

Action: Christine to ask Mr. Fisher to run a warm up.

Action: Corinna to check Infant school for high vis vests. If none, Christine to ask Emmbrook Scout Group.



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Action: Corinna to ask choir if they can be available to sing at 10am before the event.

'Step Into Christmas' – Non School Uniform Day – 3rd December - Update from Sharon Ketley.

Suggestion for a themed version of Non – Uniform day. Each step that the children choose for a suggested donation of 50p a step. Suggested steps: Step 1 – Bring in Christmas decoration for classroom. Step 2 – Wear Christmas tights or socks. Step 3 – wear Christmas Jumper. Step 4 – Christmas Hair – or hat/headwear/headbands. Step 5 – Christmas Nails or Tattoos. All present happy for this to go ahead. **Action: Sharon to check with James Usher and put together comms.**

Movie Night

Suggestion for Movie Night to go ahead in December 3rd after school, showing a different film at the Infants and the Juniors. Rosi and Helen happy to run this event. Plan to offer drink and sweet bag included in the ticket price, possibly £5. It will run similar to the discos in that children will be registered in and out, with infants to sit on their chairs and possibly juniors on the floor. Sonja suggested strawberry haribos could be a good option as vegan and dairy free.

Action: Helen and Rosi to check fire marshalls and first aiders.

Action: Sam to investigate appropriate licence.

Action: Sharon to check with James Usher whether happy for this to go ahead in Juniors.

Christmas Baking Competition – Emmbrook Christmas Bake Off – Gen Frost

Gen suggested a baking competition for children to get involved with the weekend before the 3rd December. Pay an entry fee of £1 to enter either Christmas themed cupcakes or biscuits, to win free entry to movie night. Prize per year group for best cupcake and best biscuit. All present agreed it was a great idea. Deadline for entries of Monday 29th November.

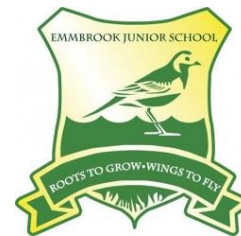
Action: Gen to organise judging sheets and coordinate with both schools.

Action: Sharon Ketley to sort advertising and communications.

Quiz & Race Nights

It was agreed that due to the Covid situation we would not run these events before Christmas. Sarah Gresty confirms that both Mr. Fisher and Mr. Fox are happy to be involved again so a spring date will be confirmed between now and the next meeting.

Committee Recruitment - Update from Sharon Ketley.



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At the PTA open evening, both Ellie Pollitt and Emma Grainger showed interest in the Chair and Vice-Chair roles respectively. Ellie also took the Treasurer job description to discuss with her husband as a potential Co-Treasurer candidate. It was agreed that it might be easier to recruit two people for the role rather than one as co-treasurers. Louise Reid has advertised on FB for the treasury role but no uptake as far as we are aware. No candidates for Secretary role as yet. Gen Frost suggested having PTA onsite with information may be a good way to increase awareness and uptake. **Action: Sharon to advertise the roles on FB and email.** We are hopeful to have candidates offer nearer to the time.

February Discos

All present in support of these going ahead. Dates to be confirmed between now and the next meeting.

AOB

The PTA has been offered Camp Bestival family tickets (RRP almost £1100) to auction off plus a couple of smaller prizes. Sarah Gresty is unable to organise the Christmas auction this year due to other commitments. **Action: Sharon Ketley to ask for volunteers.** Suggestion to hold to auction at the Jingle Bell Jog.

Helen suggested using a google or teams form for future discos/movie night to reduce admin. **Action: Helen to investigate**

Portable North Pole Santa Message – Sonja mentioned that at her child's nursery, they received a recorded message (free) from Santa to the whole class which they really enjoyed and this may be something the schools may want to consider this Christmas, potentially for the younger children.

Next PTA Meeting date – 10th January.