



Emmbrook Primary Schools Parent Teachers Association



Registered Charity No. 1033449

PTA MEETING MINUTES

Monday 10th January 2022 - 7.30pm – MS Teams Virtual Meeting

Present: Sharon Ketley, Jo Colby, Corinna Gillard, Rosi Gonzalez, Helen Venfield, Emma Grainger, Christine Leddy, Sam Sprake, Gen Frost, Stephanie Wood, Ellie Pollitt

Apologies: Martina Howard, Sarah Gresty, Louise Reid, James Usher, Ruth Scales

Agenda item:

2. Agree minutes from last meeting – all agreed

3. Treasurer's report/review of recent events

Treasurer's report was presented by Jo Colby in Louis Reid's absence. General consensus was the PTA had raised a great amount under the circumstances. Please see attached report for full details. It was also raised that our external examiner John Waddington will be stepping down from his role at the end of this academic year. *Action: Committee to seek a replacement.* Ellie Pollitt suggested we may approach a parent from another school. It was suggested that we could also ask William Stott should there not be a conflict of interest and put an advert in the Joel Park and Emmbrook FB group. Corinna Gillard suggested putting an advert in the school communications. It could also be included in the PTA newsletter that Jo Colby is putting together this term.

4. Previous events:

PTA100 Club – Sharon Ketley happy to continue to manage this going forward. Not as good a year as previous years, but over 100 numbers sold again and a few winners have kindly donated their winnings back to the PTA
Buying and Selling FB Page – still raising funds for the schools £79 so far this year (£359 last year)

Infant School Disco – Went well. Helen Venfield looking to hand over to another organiser. Emma Grainger confirmed she would be able to help next time. Made £505.

Junior School Disco – went well. It made £1034. Jo Colby happy to continue to manage Junior discos going forward.

Halloween Balloon Race – did not do as well as last year and raised £113. Question mark over whether to run it again. **Bag2Schools** – raised £233 in October. The price per KG is has now increased to 40p so we anticipate a good cash donation for the collection in January. Sharon Ketley formally handed over to Rosi Gonzalez who will be running the Bag2School collections from now on

Emmbrook Bake Off – feedback was that the event was very well received and lots of fun raising £167.

Christmas Cards – Sam Sprake is awaiting final figure from Cauliflower cards, but anticipates around £500.



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Jingle Bell Jog – raised a staggering £1582 and everyone agreed that it was an event worth running again. James Usher and Ruth Scales both asked Sharon Ketley prior to the meeting to pass on their commendations for such a great selection of Christmas events

Step into Christmas – our non-uniform event raised £542 across both schools. In total the money raised across all three events equalled 50% of profits from a typical Christmas.

5. Potential Future Events (January 2022 onwards)

Movie Nights - Sam confirmed that we have the movie license for a year. Committee agreed that we should plan for these movie nights this year, but to wait for a few weeks before firming anything up due to the current Covid situation. Corinna Gillard suggested that we could consider putting in three movie night dates this academic year at infants, one for each year group as they are short events straight after school. Maybe four for the juniors?

Action: Committee to organise movie night sub committee.

Quiz Night – Committee agreed that this should go ahead after Easter.

Action: Jo Colby to contact James Usher for some dates. Action: Sharon Ketley to organise TENS once date is confirmed. Silver Smarties Challenge – Sam Sprake happy to run this again over Easter. *Action: Sam Sprake to try and source free donations of Smarties from supermarkets. Action: Jo Colby to provide Sam with details of Morrisons and Tescos community champion contact details.*

Emmbrook Hunt – The existing team of organisers confirmed that this will go ahead again this May half term with a mystery theme!

Summer Fair – date tentatively confirmed as 25th June. *Action: Sharon Ketley to ask James Usher.*

Sports Day – date confirmed as 7th July, with backup date of 14th July. *Action: Committee to book ice-cream van*

Year 2 leavers party – date confirmed as 18th July, Christine Leddy happy to organise

Year 6 Leavers Party – date to be confirmed. *Action: Jo Colby to ask James Usher.*

Ice Cream sales – Committee suggest restarting this on Friday after school after May half term. *Action: Committee to organise sub committee and volunteers*

6. New Committee Recruitment

Chair: Helen Venfield and Ellie Pollitt have offered to be co-chairs

Vice-Chair – Emma Grainger has volunteered to be Vice-Chair

Treasurer – Stephanie Wood has volunteered to be a co-treasurer, on the reporting/accounting side. Madhu Kalepu has previously shown interest in taking over the other co-treasurer role in charge of cash and transactions. Ellie Pollitt also confirmed that William Stott may be interested. *Action:*

Committee to approach Madhu when she is back.

Secretary: Claire Lyne has shown an interest in taking over the secretary role. *Action: Sharon Ketley to provide ongoing information about the role to enable Claire to make a decision.*



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As all current committee members are stepping down, recruitment of these roles is vital before the AGM, where new recruits can be formally voted in.

7. AOB

Butlins - Sharon Ketley reminded committee of our membership to the Butlins scheme where the PTA gets 5% of total cost of every holiday booked by using a code. *Action: Sharon Ketley to publish code again and so some marketing.*

Getting to know your PTA -Gen Frost reminded the committee of her earlier suggestion to increase our face to face opportunities to get the PTA more well known, now that restrictions are hopefully going to be relaxed further in the future. Class reps were also mentioned, as this is something that has been raised previously too. *Action: Committee to address*

Bollywood – Committee agreed this would be a good event to try and run again, potentially outside as it us a summer event. Corinna Gillard suggests it is worth seeing if it can be done the same day that Kalpesh, the dance troop leader, is coming to the infant school. *Action: Corinna Gillard to check with Kalpesh.*

Next Meeting (the AGM)

Date is April 25th at the Infant School from 6:30pm which will be a short meeting to fulfil AGM obligations. The intension is to follow this with a social event where refreshments will be provided (wine & soft drinks & nibbles and everyone is encouraged to bring a friend