



Emmbrook Primary Schools Parent Teachers Association

Registered Charity No. 1033449

PTA AGM MEETING MINUTES

Monday 25th April 2022

6.30pm - Infant School

1. Welcome and apologies.

Present: Sarah Gresty, Sam Sprake, Sharon Ketley,, Jo Colby, Helen Venfield, Christine Leddy, Corinna Gillard, Claire Lyne, Caitlin Wales, Stephanie Wood, Rosi Gonzelez, Sabreena Peedoly-Brennan, Madhuri Kalepu, Vicky Goncalves
Apologies: Vanessa Hemmi, Jo Tandy, Ellie Pollitt, James Usher

2. Chair's report. Presented by Sarah Gresty. Sarah thanked all the team and the behind the scenes support, and commended everyone for doing such a great job during another difficult year. Special mentions for all the staff, caretakers, PTA volunteers and Head Teachers for their support and to the outgoing committee. She wishes the new incoming committee the very best of luck in their new roles. The committee thanked Sarah for her last three years as chair.

3. Treasurer's report/review of recent events. Presented by Stephanie Wood. The bank balance as of April 21st 2022 is £8348.12 and a total amount raised during the last school year was £10, 937. This amount has been a reflection of the challenging year in terms of fundraising due to the pandemic. The allocation to the schools this April is £4000 divisible between the two schools on a per capita basis. Particular mentions for the money raised through justgiving, the Christmas cards and the Jingle Bell Jog. Full details are included in the revised Treasurers report attached.

4. Election of Co-Chairs, Vice-Chair, Co-Treasurers and Secretary.

Co Chair – Caitlin Wales Sharon Ketley nominated, seconded by Sarah Gresty

Co-Chair – Helen Venfield Jo Colby nominated, seconded by Sam Sprake

Co Vice Chair Emma Grainger Caitlin Wales nominated, seconded by Sharon

Co Vice Chair – Christine Leddy Claire Lyne nominated, seconded by Vicky Goncalves

Co-Treasurer Stephanie Wood Sharon Ketley nominated, seconded by Sarah Gresty

Co-Treasurer Madhuri Kalepu Sharon Ketley nominated, seconded by Sarah Gresty

Secretary Claire Lyne Caitlin Wales nominated, seconded by Sarah Gresty



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5. Previous Events:

Movie Night – Helen Venfield presented. After being postponed once due to Covid it went very well and raised over £1k. **Action: There were a few hiccups regarding snacks and some admin issues with the googleforms which will be addressed going forward, namely to provide a digital receipt to confirm any bookings and choices.** A need for a shorter film for the foundation children was raised. **Action: Going forward, clarification will be sought to allow any year 5 and 6 children to walk home from the movie should they have permission.** A potential Christmas film event was suggested plus a suggestion to ask local cinemas to donate popcorn.

Smarties Challenge – Organised by Sam Sprake. No final figures yet, although Stephanie mentioned she had received one bag of returned Smarties tubes to count up so far. It was suggested that running the Krispy Kreme donut event at the same time as the Smarties challenge may not have been the best idea in hindsight.

Krispy Kreme Donuts- This was well received by the children but it was mentioned that the amount of effort may not have been worth the fundraising total of £267. Suggestions for alternatives were made, including setting up a stall to buy donuts on the day, and sourcing cheaper donuts. There were a few issues with some paying for donuts and not being allocated them and some ordering donuts but not paying for them. It was confirmed that everyone who did pay received a donut in the end.

6. Planned events:

Quiz Night – Organised by Vicky Concalves. Things are going well and she is currently confirming numbers for capacity with the Juniors. The event is being marketed across both schools and raffle prizes are being organised. A 10% discount for the drinks sales is being organised thanks to Martina Howard at Morrisons. Drinks will be cooled using either the fridge that has been donated by Sarah Gresty or the freezer which can be plugged in temporarily prior to the event. Dave Douglas was suggested as a potential electrician to PAT test any electrical freezers/fridges.

Royal Ramble – Christine Leddy presented the update, detailing that there is a little bit more organising to do, There should be around 40-45 displays. Steve Reed will organise the maps as per last year and the plan is to only use Eventbrite to sell tickets outside of the school community so that tickets for pupils and their families can be bought directly through the schools to minimise Eventbrite admin costs. Corinna Gillard mentioned that it was unlikely the infant school will be able to put on a display due to the lack of bandwidth this year. St. Pauls Playgroup may put on a display.



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Summer Fair 25th June – Caitlin Wales presented. Caitlin is organising a committee. The intention is to showcase lots of the clubs that are involved at the school. **Action: Thomas Brown, the previous DJ, was recommended by Jo Colby and she is giving details to Caitlin. Action: The new committee are analysing the stalls from the last fair to work out is worth doing.** Corinna Gillard advises to contact the school clubs as soon as possible to ensure availability. The Ice-Cream van has contacted Sarah Gresty to ask if he can come along. Sarah advised he offers between 25-30% of his takings as a donation to the PTA. It was decided that only one inflatable will be provided this year, probably an assault course one. Sarah Gresty suggested it would be worth testing the freezers in the garage as they have not been used for quite some time.

Sports Day

Agreed to use the Ice-Cream van again

Ice-Cream Fridays

It was mentioned that there have been some stock availability issues at Morrisons and it may be worth contacting Waitrose or another supermarket as an alternative. Issues were raised about storage of ice-creams prior to the sales. Vicky Goncalves said she had previously stored some in her freezer. Previously the freezers have been used on the day to store but would need permission/clarification from the caretakers as to where they would be plugged in safely. **Action: Start date of ice cream sales tbc.**

Leavers Parties

Jo Colby volunteered to organise the Juniors Leavers Party. Caitlin Wales and Sam Sprake volunteered to organise the Infants Leavers Party. **Action: Dates TBC.** It was agreed that for the Infants party in particular a DJ that did games and activities would be preferable to keep the childrens attention. Andy, the previous DJ was recommended. Timings provisionally agreed at 4:30 – 5:45. **Action: Confirmation to be sought from Infant and Junior Schools.**

7. AOB

Constitution Changes. It was brought to the attention of the new committee that changes need to be made on the Charity Commission records to remove the outgoing committee records and to add the new committee. **Action: Sharon Ketley offered to investigate what needed to be done and to liaise with Clare Lyne.** Stephanie Wood raised the issue of the accounts not being in sync with the school calendar year. **Action: it was agreed that the new committee would make the necessary changes to the constitution and re-register them with the Charity Commission.**



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Jingle Bell Jog. It was suggested by the new committee that this event could replace the Christmas Fair going forward, with a bigger offering than last year - refreshments again but also mulled wine, hot dogs, raffle, auction, tombolas, Christmas Carols from the school choirs for example. This would be an outdoor event and would also involve a non-uniform day for the children to bring in something for the tombolas instead of a monetary donation.

Other suggested Events. School Uniform Sales, Christmas Film Night, a Race Night in September, Halloween Discos, Bollywood night.

New Joiners to the Schools. It was suggested to invite prospective new families to the Summer Fair to welcome them into the school community. **Action: Send the invitation out in the New Starter Packs.**

8. Date and venue of next meeting

Action: Next meeting date for the Autumn term to be arranged directly with James Usher and Corinna Gillard within the next term.