

SPRING TERM PTA MEETING MINUTES

Thursday 12 January | 19:00 - 20:00 | Infant School



1. Welcome & apologies

Present: Claire Lyne, Caitlin Wales, Helen Venfield, Christine Leddy, Corrina Gillard, Jim Usher, Gen Cotter, Vicky Goncalves, Theoni Georgiou, Stephanie Wood, Debbie Waistel, Savannah Fleming

Apologies: Emma Grainger, Sam Sprake, Imogen Hooker, Martina Smith, James Berkeley, Catherine Stott, Madhu Kalepu, Sharon Ketley, Kate Benson

2. Agree minutes from last meeting - Agreed

3. Welcome from the Chair (Caitlin Wales)

Caitlin said: "Our focus at the start of the Autumn term was to communicate and engage with Parents and carers more effectively and I'd like to thank Gen Cotter for establishing the PTA Class Reps and James Berkley for setting up the PTA Facebook page. I'd also like to thank the Class Reps themselves for putting themselves forward - the role really is helping us to cascade PTA news and updates more effectively and efficiently.

The Autumn Term was another successful term that started with Bags2School, the Discos - which I know the children thoroughly enjoyed, Christmas cards, Christmas bake off, a Christmas jumper sale and an incredible Jingle Bell Jog & Christmas Bonanza which got everyone into the Christmas spirit. I'd like to say a massive thank you to our PTA team, to all the volunteers that have supported our events, to the school staff and to the headteachers. Everyone has done a fantastic job - and simply put, we can't run these events without your support. One of our main challenges is not having enough volunteers to support events and I hope this will be less of a challenge this term / year.

We're planning some exciting events for the Spring & Summer terms that will be great fun and will raise vital funds for the schools."

4. Treasurer's report

Co-Treasurer Stephanie Wood presented the Treasurer's Report which shares the bank cash position (currently £7,487.73) and money raised. Autumn term PTA events and activities raised £3,415.84 in total.

In September 2022, £11,000 (Prior year £8,500) was donated to the schools; £4,595.89 was gifted to the Infant School and £6,404.10 was gifted to the Junior School. *(The money is split proportionately based on the pupil count at each school.)*



In April 2023, the PTA donation to both schools will be at least £5k (*again, split proportionately*) plus any other income raised through PTA events that take place between now and the end of March 2023. (*The constitution requires a minimum of £2k to remain in the bank at all times and donations are made in April and September each year.*)

The committee agreed the Treasurer's Report was acceptable.

Mr Usher confirmed the PTA funds gifted to Junior School in September 2022 have been used to pay for upcoming World Book Day activities (Story-teller and Drama sessions) for all Junior School children.

Steph let the committee know of her intention to resign as co-Treasurer but she confirmed that she will continue to work alongside Madhu until a replacement co-Treasurer is found.

5. Review of Autumn term events:

- **Class Reps (owner: Gen Cotter):** We established a network of 12 Class Reps across all year groups whose main responsibilities are to: share PTA messages on year group Whatsapp groups and talk to parents and carers at drop off / pick up. We have put together a communication plan to try to streamline the communications we're sharing and Gen organises a social each term to connect and share information about what's coming up. Thank you to the reps for all of your support so far - it's making a big difference.
- **Facebook Group (owner: James Berkeley):** The new PTA Facebook Group is called 'Emmbrook Primary PTA' and its purpose is to share the details of PTA events and activities. It has 45 members at the moment and we're hoping membership will increase throughout this year. Parents and carers are all invited to follow the page on Facebook.
- **Bags2School (organised by: Rosi Gonzales):** The first Bag2School was organised for Friday 14 October and it raised £286.40. Thank you to everyone that kindly donated items and to Rosi who organised the collection. The next Bag2School is organised for 20 January 2023 and there will be a collection in the Summer term too on 30 June. Theoni Georgiou & Martina Smith will take over the organisation of Bag2School from January 2023.
- **Infant Disco (organised by: Claire Lyne & Helen Venfield):** The children had a great time partying with DJ Daemon from *Thames Valley Vibes*. 58 Cygnet children registered to attend and 104 Year 1 & 2 children registered to attend. A massive thank you to all the parents & Carers who supported at registration, throughout the disco and at hometime. The disco was funded by the PTA so it was free to attend and parents / carers kindly gave £108.95 in donations on the night. Although the Infant disco ran at a loss, together, the Infant & Junior discos raised £289.38. We will look to hold future Autumn Term Discos earlier in the Autumn Term (in late Sept / early Oct).

ACTION: Mrs Gillard will confirm how PTA funds raised in the Autumn term have been / will be spent.

ACTION: Steph to prepare a summary of the co-Treasurer role and advertise to parents & carers.

ACTION: Request more Class Reps from Junior School classes.

ACTION: Publicise the new Facebook page in school / PTA communications and invite parents / carers to join.

ACTION: Rosi to hand over Bag2School to Theoni & Martina in time for the January collection.



- **Junior Disco (organised by Emma Grainger & Caitlin Wales):** Thank you to the team of volunteers and staff who helped on the night and ensured the disco ran smoothly. The children all had a great time dancing with the DJ and purchasing novelties and sweets at the Tuck Shop which was very successful. As the disco was funded by the PTA it was free to attend and it was really well attended by children from all year groups. Together, the Infant & Junior discos raised £289.38. We will look to hold future Autumn Term Discos earlier in the Autumn Term (in late Sept / early Oct).
- **Christmas Cards (organised by Sam Sprake):** Children designed Christmas cards at school which parents / carers could then purchase through Cauliflower Cards. Lots did so it raised a fantastic £546.40. The PTA purchased felt tip pens at request from Mrs Gillard and Mr Usher to support the children in creating their designs. Thank you to the school admin teams and teachers for their support and to Sam for organising. We will look to do this fundraiser in October going forward because we can earn a higher percentage commission if we do it slightly earlier. There was some confusion for parents / carers of Junior School children that the form had 'Emmbrook Infant School' on it so this will be explained in the communication. Helen Venfield will take over the organisation of Christmas Cards for this year.
- **Xmas jumper sales (organised by Kate Benson):** Thank you to all those who kindly donated Christmas jumpers. They sold quickly and raised £56. This year we will look to include adult jumpers (as we had quite a few requests for them) and we'll request donations earlier in the Autumn term.
- **Xmas bake off (organised by Gen Cotter):** The Christmas Bake Off took place in both schools on 5 December and 60 children entered raising £140.50. Thank you to Gen for organising, Emma for the prizes and to all those at both schools involved with judging. Thank you also to all the children that put on their aprons and baked to enter. In 2024, we'll run the Bake Off in the Spring Term in advance of Easter.
- **Jingle Bell Jog & Fair (organised by Christine Leddy):** Took place on Sunday 11 December and raised a fantastic £2,439.56. There was a non-uniform day in exchange for bottle / chocolate donations on 2 December and we had hundreds of fantastic donations - thank you to everyone.

ACTION: Sam to hand over to Helen Venfield.

ACTION: Share a communication with parents at the start of the academic year to share dates of all planned events.

The expansion to include a Bonanza this year with craft stalls, tombolas, hot dogs, drinks and cakes, story time with Santa etc was a great success and meant there was something for everyone.

Thank you to Christine for all her hard work in organising and to Caitlin for her support. Thank you to all the fantastic stall volunteers and Marshalls (special mention to Mr Johnson - the Deputy Head of Emmbrook Senior School - and the 2 Senior School students who came to support too!), the teachers from both schools who helped, thank you to everyone who came along on the day (despite the freezing temperatures!) and to all



those who gave food / drink / craft donations. We had fantastic community support for the event which we're really grateful for.

We will look to run an event of a similar nature in December 2023 and hope to utilise both school halls and some classrooms. The Bonanza will continue to be free to attend and including a drink as part of the jog ticket price will be considered.

6. Planned events / initiatives

Spring Term (between now & the Easter school holidays):

- **Uniform Sales (organiser: Kate Benson)** - We've had lots of donations in the wheelie bins so a big thank you to everyone that's donated uniform and other items we've requested. We need somewhere suitable to store the items and a process to efficiently catalogue and hand on the uniform to those who need / want it.

Nina Edwards will manage second hand uniform (distribution in hardship packages as well as a sale process) for the Junior School and it'll be stored on site. Mrs Gillard confirmed that there's currently nowhere to store the uniform in the Infants School. Mr Usher will ask the new Site Manager to support maintenance of the PTA garage once in place.

Rubbish is being put into the uniform donation bins. The bin by the noticeboard has been removed.

Debbie Waistel suggested that any surplus uniform donations could be distributed to First Days charity who are always in need of uniform donations for families in the area.

- **World Book Day dress up (organiser: Kate Benson)** is currently planned for Thursday 2 March. In a bid to be more sustainable and keep costs down for parents / carers, we'll request donations of World Book Day costumes which we'll sell after school on Friday 10 February and online. We will also request Sports Day coloured t-shirts and school dress-up items.
- **Bag2School (Organisers: Theoni Georgiou and Martina Smith)** - The next Bag2School collection is planned for 20 January. There will also be a collection in the Summer term on 30 June. Theoni & Martina will take over the coordination of the termly Bag2School collections from January 2023 onwards.
- **Movie Night (organisers: Helen Venfield (Infants) and Caitlin Wales (Juniors))** is planned for Friday 3 February straight after school. The Cygnets will watch the film in their classroom and Year 1&2 children will watch the film in the Infants school hall. Junior school children will watch the film in the Junior School hall. Tickets will be charged at £5 per child and will include a snack and we'll use Sign Up Genius to coordinate volunteers to help on the day.

ACTION: Mr Usher to arrange for the new Site Manager to support maintenance of the PTA garage once in place.

ACTION: Mrs Gillard to continue to consider the Infants second hand uniform process and storage.

ACTION: Mr Usher & Mrs Gillard to request that a note to parents / carers be included in the next newsletters to politely ask parents / carers and children not to drop litter into the donations wheelie bins.

ACTION: Mrs Gillard to investigate where the bin went from by the noticeboard and reinstate a bin.



- **Silver smarties (organisers: Class Reps Sandi Sumal & Anne-Marie with support from Gen Cotter)** - Children will be provided with a tube of smarties (or fruit pastilles for those with dietary requirements) to put their money collected in, which will go home with children a few days before the Easter break.
- **(Adult) Race Night (organiser: Vicky Goncalves)** is planned for Friday 10 March. Mr Fox from Junior School will lead on the night and James is creating posters to advertise the event to parents / carers. Tickets will be priced at £5 per person and will include a drink. There will be a well stocked Bar and those attending will be invited to bring their own snacks. When registering, adults will be asked to preference a drink choice to help guide the quantity & choice of stock on the Bar.

Summer Term (between the Easter school holidays and Summer school holidays):

- **2023 Emmbrook Trail (organiser: Catherine Stott)** will take place in May Half Term (from 27 May to 5 June 2023) and the theme this year will be *Mythical creatures, Legends & Make-believe* (i.e. unicorns and dragons!)
- **Ice cream Friday's (organiser: Donna Garrett)** - We'll have a selection of icecreams and lollies for sale after school on Friday's from early June. As we struggled to secure volunteers to sell the ice creams last summer, we'd like ice cream sales each week to be run by a group this year.
- **Summer Fair** will take place on Saturday 10 June 2023 and preparations have already begun!
- **Bag2School (Organisers: Theoni Georgiou and Martina Smith)** - The third and final Bag2School collection of this academic year is planned for 30 June.
- **Sports Day Ice Creams (Organiser: Caitlin Wales)** - We arrange for an Ice Cream van to come to school on Sports Day and the PTA secures commission at no additional cost to our families. School Sports Day is planned to take place on 13 July 2023.
- **Year 2 and Year 6 Leavers Discos (organisers: TBC)** - Dates are to be confirmed but: 17 / 19 July for Year 2 children and 14 July for Year 6 children. As the children enjoy a disco so much, we are considering offering an 'End of Term' disco to all other Year groups (Cygnetts and Year 1 / Year 3, 4 and 5) on the same dates (at an earlier time so the Year 2 and Year 6 children still have their separate Leavers Discos.)
- **PTA100 Club Lottery (organiser: Sharon Ketley)** - Sharon is investigating a different lottery option for the next academic year (2023/24) with support from Madhu.
- **Craft group (owner: Christine Leddy)** - We hoped to start up a craft group who could get together to make things out of old school uniform (bunting, hair scrunchies etc...) for use / sale at PTA events. We have had one

ACTION: Claire to apply for TEN licence from Wokingham Borough Council.

ACTION: Helen to create the Registration Google Form

ACTION: Schools to signpost the date of the Summer Fair in newsletters from now so parents & carers can pop it into their diaries!

ACTION: Caitlin to book ice cream van.



volunteer (who Christine is liaising with) but otherwise, we've had very minimal uptake. Mrs Banks in Junior School runs a craft club and Debbie suggested perhaps seeing if she / they would like to help...

7. AOB

- **Match funding** - We're aware of an employee match funding / giving scheme and we'd like to see if any parents / carers can help us to boost our fundraising through their employer.

ACTION: Debbie Waistel to discuss with Mrs Banks.

8. Next meeting

- The next meeting is proposed to take place on 27 April at the Junior School from 7pm - 8pm. It will be an AGM.
- The PTA will look into amending the constitution to move the AGM to July, at the end of each Academic Year.
- The July meeting is proposed to take place on 5 July. It will be an AGM in line with the new timeline.

ACTION: Publicise the craft group in PTA / school newsletters.

ACTION: Claire to create a poster and information leaflet for parents / carers.

ACTION: Claire / Caitlin to update the constitution to move the AGM to July.

