

PTA AGM MEETING MINUTES

Thursday 27 April | 19:00 - 20:00 | Junior School



1. Welcome & apologies

Present: Claire Lyne, Caitlin Wales, Helen Venfield, Christine Leddy, Corrina Gillard, Jim Usher, Vicky Goncalves, Madhu Kalepu, Stephanie Wood, Savannah Fleming, Michelle Caldwell, Sandi Sumal

Apologies: Emma Grainger, Gen Cotter, Theoni Georgiou, Martina Smith, Sharon Ketley

2. Agree minutes from last meeting - Agreed

3. Welcome from the Chair

Caitlin Wales said: "I can't believe the new committee has now been in place for just over a year already! I am pleased to say the *PTA committee and Friends* group has grown in number and in knowledge, and has coordinated / run 40 fundraising events and initiatives for our schools in the last 12 months.

I want to say a massive thank you to our *PTA committee and Friends* team, the PTA Class Reps, to all the volunteers that have supported our events, to the school staff and headteachers. Everyone has done a fantastic job and we can't run these events without your support. I would also like to acknowledge the amount of work and time the *PTA committee and Friends* give freely to enable all the events and initiatives we do to take place. It wouldn't be possible to run them all without their dedicated and ongoing support.

We are planning some exciting events including the Summer Fair for the next term which will be great fun and raise vital funds for the schools."

4. Treasurer's Report

Co-Treasurer Madhu Kalepu presented the Treasurer's Report which shares the bank cash position (currently £11,215.97) and money raised. PTA events and activities raised £17,089.04 between September 2021 and August 2022.

In September 2022, £11k was donated to the schools; £4,595.89 was gifted to the Infant School and £6,404.10 was gifted to the Junior School. In April 2023, £7k will be donated to the schools; £2,904.76 will be gifted to the Infant School and £4,095.24 will be gifted to the Junior School. *(Donations are split proportionately based on the pupil count at each school. 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.)*

ACTION: Mrs Gillard & Mr Usher to share with Caitlin and Claire details of how the money gifted by the PTA has / will be spent so it can be included in the Summer Term PTA Leaflet.

The committee agreed the Treasurer's Report was acceptable.



5. Election of Committee members:

Chair - Caitlin Wales. Vicky Goncalves nominated, Helen Venfield seconded.

Co-vice Chair - Emma Grainger. Caitlin Wales nominated, Christine Leddy seconded.

Co-vice Chair - Vacancy. Christine Leddy is stepping down - thank you to Christine for her support.

If you are interested in this role in the committee, please email Caitlin (Chair) via email:
emmbrookprimaryptachair@gmail.com.

Co-Treasurer - Madhu Kalepu. Caitlin Wales nominated, Steph Wood seconded.

Co-Treasurer - Theoni Georgiou. Madhu Kalepu nominated, Steph Wood seconded.

Secretary - Claire Lyne. Caitlin Wales nominated, Christine Leddy seconded.

ACTION: Claire to update Committee details on the Charity Commission Website

6. Review of Autumn term events:

- **Bags2School (organised by: Rosi Gonzales, Martina Smith & Theoni Georgiou):** The second Bag2School of this academic year was organised for Friday 20 January and it raised £313. Thank you to everyone that kindly donated items and to Rosi, Martina and Theoni for coordinating the collection. The next Bag2School is organised for 30 June.
 - **World Book Day and School dress up costume sales (organised by Kate Benson):** Raised £102. The purpose of the sale was to keep costume costs down for parents and encourage a sustainable 'reuse' approach to costume clothing. The sales were well received by those looking to purchase outfits. Leftover items were donated to the schools, to a charity shop and some were also sold locally online.
 - **Movie Night (organised by Helen Venfield (Infants) and Caitlin Wales (Juniors):** Took place on Friday 3 February and raised £1,069.38. The event was well attended and the children enjoyed it. Thank you to Helen and Caitlin for organising and to all those who volunteered to help on the night. Cygnets watched a different, shorter movie in their classroom which worked really well and running the event straight after school was well received.
- ACTION:** Create and circulate a Google Form to ask parents / carers which adult events they'd like to see organised in the future.
- **Race Night (organised by Vicky Goncalves):** Took place on Friday 10 March and raised £663. Just over 40 adults attended and all had a great time. Thank you to Vicky for organising, to Mr Fox, Mrs Edwards for all their support and to the Rotary Club for providing and hosting the popular Pig Racing. In the future, it's recommended we advertise the event to parents / carers earlier, as many had already made plans 3-4 weeks out.
 - **Easter Egg Hunt (organised by Ellie Pollitt):** Took place on the last day of the Spring term and raised £305. This was a new event and, despite the weather, children enjoyed taking part in 156 hunts around the playground and field. Thank you to Ellie for organising the event, to all those who came and helped in very wet weather conditions and to everyone who braved the weather to take part. We plan to run the event again next year.
 - **Silver Smarties Holiday Challenge (organised by Anne-Marie Birch, Sandi Sumal and Gen Cotter):** The PTA would like to say a massive thank you and well done to all the children who took part this year and helped to raise £547.26 for our schools. Thank you to Anne-Marie, Sandi and Gen for organising and to James Berkeley who designed the leaflet to go home with the Smarties.



7. Planned events / initiatives

Summer Term (between now & the Summer school holidays):

- The May half term **2023 Emmbrook Trail** sadly won't go ahead this year as we didn't have enough volunteers come forward to organise / support the event.
- **Ice cream Friday's (organiser: Donna Garrett and Vicky Goncalves)** - We'll have a selection of icecreams and lollies for sale after school on Friday's for 6 weeks from 16 June. As we struggled to secure volunteers to sell the ice creams last summer, ice cream sales will be run by a year group(s) each week this year (Week 1: Year 5 & 6, Week 2: Year 4, Week 3: Year 3, Week 4: Year 2, Week 5: Year 1, Week 6: Reception.) A special thank you to Mr Usher and the Junior School for organising plug sockets in the garage for our freezers.
- The **Summer Fair** will take place on Saturday 10 June 2023 from 1pm until 4pm and it's set to be a great afternoon. The theme this year is 'Around the World'. There will be plenty of food and drink, music, live performances, tombolas, games, crafts and more to keep everyone entertained. School children are all invited to take part in the Summer Fair colouring competition to design a flag that represents them, and the flags will all be on display at the fair. Two winners from each class will win 6 tokens (each token has a value of 50p) to spend at the Summer Fair. Hunters Estate Agent have kindly sponsored the event. We will need volunteers to run the various activities and stalls on the day and we'll appeal to parents & carers to sign up using Sign Up Genius via Whatsapp, email and sign up sheets at class room doors as needed.
- **Bag2School (Organisers: Theoni Georgiou and Martina Smith)** - The third and final Bag2School collection of this academic year is planned for Friday 30 June and an email has gone out to share the date and process with parents / carers. The first collection of the next academic year is planned for Friday 30 October.
- **Sports Day Ice Creams (Organiser: Caitlin Wales)** - An Ice Cream van will come to school on Sports Day (13 July 2023) and the PTA will secure a commission from the vendor. Ice creams will be available at lunch time and after school.
- **Year 2 and Year 6 Leavers Discos (organisers: Jo Colby and Emma Wilkinson (Year 2) and Kate Benson (Year 6))** - The discos will take place on 19 July for Year 2 children and 14 July for Year 6 children. The Committee and Head teachers agreed that a 'Welcome disco' for all Year groups will be planned to take place in the Autumn term on Friday 29 September 2023.
- **Second hand uniform (owner: Infant School, Mrs Edwards in Junior School):** Thank you to Kate Benson who has been facilitating second hand uniform until now and for supporting the handover to both schools. Junior School has now sorted through all the uniform with thanks to Kate, Imogen and Mrs Edwards, and Mrs Edwards has taken ownership of it for the Juniors. Infant School has also sorted through all the uniform with thanks to Kate and Mrs Braver and the Infant School has taken ownership of it for the Infants.

ACTION: Mrs Gillard & Mr Usher to agree and share the process for parents / carers to request / donate second hand uniform, and confirm if / when uniform sales will take place.

ACTION: Mrs Gillard to confirm new person in charge of Infants uniform as Mrs Braver is leaving the school.



ACTION: Mrs Gillard & Mr Usher to decide if uniform will be available to purchase at the New Parents meeting and the Summer Fair, and confirm who will run the stall(s).

- **PTA100 Club Lottery (organiser: Sharon Ketley / Madhu Kalepu)** - We will move to **Your Lottery** from September 2023 to lessen the admin involved, increase the benefit for those who take part and attract more to participate.
- **Easy Fundraising** - As Amazon have withdrawn AmazonSmile, Madhu looked for an alternative fundraising scheme. We have now registered with Easy Fundraising which we're actively promoting to parents, carers and school staff. Parents / carers download the browser extension / app and shop through Easy Fundraising to generate a donation to our schools at no additional cost to them. Over 7k online retailers / platforms are registered with Easy Fundraising and it has the capacity to generate significant donations for our schools if we can get lots of people signed up to support 'Emmbrook Primary Schools PTA' as their chosen charity.

ACTION: Promote Easy Fundraising regularly through Weekly / Monthly newsletters and to new parents at the Cygnet / Year 3 New Parent evenings.

- **Match funding** - We're aware of an employee match funding / giving scheme and we've asked if any parents / carers can help us to boost our fundraising through their employer. We'll continue to promote this over the coming weeks / months.

ACTION: Promote Match Funding regularly through Weekly / Monthly newsletters and to new parents at the Cygnet / Year 3 New Parent evenings.

- **MyNametags** - When parents / carers order school name labels through MyNametags, it can generate a donation for our schools. It has raised £132 so far. We'll continue to promote this over the coming weeks / months, particularly to new school parents at the welcome meetings, and we'll also look to sign up to **Stampstastic** who offer a similar scheme.

ACTION: Madhu to investigate signing up with Stampstastic.

- **PTA Class Reps (owner: Gen Cotter)** - Thank you to all the Class Reps and Gen for their help to strengthen PTA communication to date and for continuing to support us to promote our events and initiatives. We will request Cygnet Reps for both classes in September.

ACTION: Gen to work with the Admin team to make contact with Cygnet parents early in September to request their support by being a Class Rep.

- **PTA Leaflet (owner: Claire Lyne)** - In the Spring term, we shared our first termly PTA Leaflet which aims to summarise the money raised throughout the term, and highlight PTA news / updates to parents & carers. Thank you to Claire for designing and writing the leaflet and to the Junior School team for their help to print and distribute it. A copy of the leaflet went into bookbags and we received positive feedback from parents / carers. We will produce one leaflet towards the end of each term. As well as summarising the money raised throughout the Term, we'll use the Summer Term leaflet to promote Easy Fundraising, the Emmbrook Buy and Sell Facebook page, a request for Blackboards to support PTA communication and summarise the things the schools have spent PTA donated funds on throughout this academic year.



- **PTA Facebook page (owner: James Berkeley)** - We have signposted this page in the newsletters and use it to share / promote PTA news / activities / events. Thank you to James for looking after this for us.

8. AOB

- **Amendment to the Constitution agreed:** At the PTA Meeting, we collectively agreed to update the Constitution. Point 8 of the Constitution currently states 'The Annual General Meeting shall be held no later than 1 April each year'. To allow the AGM to be held towards the end of the academic year, the following amendment to wording was proposed and agreed to by the Committee, Mrs Gillard and Mr Usher at this meeting: '8. The Annual General Meeting shall be held no later than 15 months after the last AGM'. This will allow the AGM to be held in early July 2024 and in June / July each year thereafter.

ACTION: Claire to make amendment to the Constitution and submit to the Charity Commission.

- **Blackboards** - We have been using Blackboards on the school driveway to promote PTA events and activities and we've had feedback from parents / carers to say they are a useful reminder. If any parents / carers have a blackboard at home they no longer need, the PTA would be very pleased to take it and give it a new purpose. Please contact: emmbrookprimaryptaevents@gmail.com if you have a blackboard you can donate.

9. Next meeting

- The next meeting is proposed to take place on 5 July at the Infant School from 7pm - 8pm and will be used to review Summer Term events and agree to planned events for the Autumn term / next academic year.

