



## Emmbrook Primary Schools Parent Teachers Association

Registered Charity No. 1033449

### MINUTES OF THE PTA MEETING

Wednesday 6<sup>th</sup> March 2019  
Emmbrook Infant School @ 7pm

#### 1. Welcome and Apologies

**Apologies received from:** Kylie Dunn, Sonia Grundy and Sam Dowse

**Present:** Vanessa Hemmi (Chair), Sarah Gresty (Vice-Chair) Jo Tandy (Secretary), Clare Doyle (Treasurer), Corrina Gillard, Rob Fenton, Sam Sprake, Louise Reid, Jo Colby, Sharon Ketley, Martina Smith, Christine Leddy and Rosi Gonzalez

#### 2. Chairperson's Report:

Ness's chairperson report is attached.

Short overview: it has been a very successful year, with a great team working extremely hard over the last year to raise more funds than ever.

Thanks to everyone involved in all the events over the last year, such hard work and dedication.

Thank you to 3 of the committee members who are handing over to a new committee to raise funds for our children's schools. New faces with new ideas keep things fresh and proactive.

Thank you to the heads and the teachers for patience when classrooms are turned upside down during events. Thank you to the support of the office staff and the caretakers helping us to run events smoothly.

Thank you to Vanessa for all her tireless hard work for the PTA and her time as Chair.

#### 3. Treasurer's Report.

Report attached.

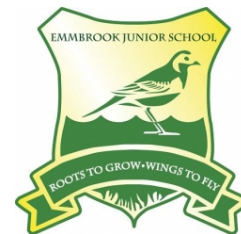
Louise presented her report, 11 months of events, £11,400 in the bank. £9,288 raised so far since September. Possibility of changing the date of the AGM to keep in sync with the Sept-Aug accounts.

**Action: to be discussed by the committee.**

Figures for all the events 18/19 were run through and are on the attached report.

Thank you to parents who have given their winnings from the PTA100 club back to the PTA.

**Action: Christine to send Corrina information on the buying and selling page so Corrina can pop it in a newsletter to parents to encourage new members.**



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Amount to be gifted to the schools in April - £9000 divided in accordance with the most recent Jan census.

**Action: Louise to ask the school office for the January census figures before transferring the funds.**

The Junior School are saving for a wooden adventure trail which may cost up to £32,000. The Junior School have also applied for additional funding from Tesco, parents will be able to vote for the school to receive the extra funding. A letter will be sent out directly from the junior school to this effect. Jo T asked about the spending of the Junior School and saving for the play equipment. How can it be communicated to parents? A separate newsletter to celebrate the spending that has taken place over the last year was discussed to keep parents informed of spending so they can see how vital the PTA fundraising is to our children's education.

**Action: Jo C to find a willing volunteer to take over the newsletter and update the board on the drive.**

### 4. Election of Chair, Vice Chair, Treasurer & Secretary

**Chair** – Ness nominated Sarah Gresty and Sharon seconded, everyone else agrees.

**Vice-Chair** – Sarah nominated Jo Colby, Jo T seconded and everyone else agrees.

**Treasurer** – Clare nominated Sam Sprake & Louise Reid, Corrina seconded and everyone else agrees.

**Secretary** – Rob nominated Sharon Ketley, Sarah seconded and everyone else agrees.

### 5. Planned Events:

#### Wade Cheese & Wine Night:

Sold out – fantastic! Thank you to Cathy, raffle ticket sales happening this week for anyone who couldn't make it on the night.

#### Race Night – 29<sup>th</sup> March 2019:

Possibility of online ticketing was discussed? With only three weeks until the event we will stick to the paper copies for tickets at this event, fish & chips can all be delivered at the same time rather than using a van. We will have a scheduled break for food at 8.30pm.

#### Bollywood Evening – 10<sup>th</sup> May 2019

Christine has a team to help organise the event, Catherine Stott, Imogen Hooker, Sarah Gresty and Jo Colby.

**Action: Corrina to let Christine know how many adults we can accommodate in the hall to adhere to fire regulations.**

**Action: Vanessa to email Christine the risk assessment. Need to consider fire marshal and first aiders to be available on the night.**

#### Summer Fair – 29<sup>th</sup> June 2019

Update, Sarah has a committee and planning is under way. A lot of people that helped last year are running the same stalls.

**Action: Sarah to send out a reminder to all parents about the next planning meeting.**



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Sponsorship from local housing companies has been obtained which will help to cover the cost of inflatables. Ness has booked British Owls, can the hall be used? Yes.

**Action: Jo T to email Sam with bar information/quantities etc.**

**Year 6 Leavers Party – 18<sup>th</sup> July 2019:** Jo T and group of year 6 parents organising. Paul Brown booked.

**Year 2 Leavers Party – 15<sup>th</sup> July 2019:**

**Action: Ness to email Catherine Stott with the info of what they did last year and DJ contact details.**

**Action: Clare to email the details for entertainer used at the infant party and Ness will liaise with Catherine and year 2 mums.**

**Sports Day – Thursday 11<sup>th</sup> July – back up Tuesday 16<sup>th</sup> July**

**Action: Sarah to book the ice-cream man.**

**Second Hand Uniform Sale**

Nina organising for the first week in April before the Easter holidays.

**Action: Nina to confirm date and send out notification to parents.**

Possibility that an honesty stall could be run at the summer fair.

**Action: Summer fair planning committee to discuss honest box stall.**

**Bags to Schools:** Next date in June.

**Friday Ice Cream Sales:**

**Action: Sarah to ask Clare Worsfold if she's happy to organise the rota if not Clare D will organise.**

**PTA 100 Club:** Ongoing.

**Buying & Selling Facebook Page:** Ongoing.

**Bouncing Event:** **Action: Christine to ask Catherine if she has any further information.**

**Book Sale:** Honesty box and books on the drive? Can arrange in better weather when the garage tidy and sort has been completed.

### 6. AOB.

**Garage Tidy: Wednesday 24<sup>th</sup> April from 6.30pm**

**PPG - Children** Rob asked if we can think of a way to ensure that PPG children are able to attend PTA events without paying and without PTA members being privy to PPG family children's details. The PTA committee all agree that PPG children and families should have access to all PTA events without being charged. Can school provide the PTA organiser the list of names? Can teachers sign in children on the door at discos so that no PTA members are aware of PPG children?

**Action: Committee to discuss before next junior disco in October.**

**Amazon smile:** There is a possibility that we are able to register on Amazon as a charity and qualify for Amazon smile, if you register you get a percentage of people's spends.

**Action: Louise and Sam to investigate.**



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**Match Funding: Action: Corrina and Rob to put together joint letter to parents promoting the work of the PTA, stating it is a registered charity and requesting parents enquire about match funding at their place of work.**

### **7. Date and venue of next meeting:**

**Weds 18<sup>th</sup> September 7pm @ the Junior School**