



Emmbrook Primary Schools Parent Teachers Association

Registered Charity No. 1033449

MINUTES OF THE PTA MEETING

Wednesday 12th September 2018
Emmbrook Infant School @ 7pm

1. Welcome and apologies

Apologies received from: Sam Dowse, Sonia Grundy, Nina Edwards, Marie Moran, Sarah Ilaria, & Kylie Dunn

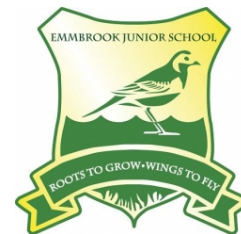
Present: Vanessa Hemmi (Chair), Jo Tandy (Secretary), Clare Doyle (Treasurer), Sarah Gresty (Vice-Chair), Corrina Gillard, Rob Fenton, Sharon Ketley, Ana Clinch, Catherine Stott, Christine Leddy, Martina Smith, Rosi Gonzalez & Helen Venfield

2. Treasurer's Report

Clare's treasurer report is attached. We will be advertising for a new PTA Treasurer as Clare is officially resigning. Please everyone to look in garage to use current stock for upcoming events before buying more.

3. Agreed dates for events for 2018/2019

- Junior Disco 1 – Friday 12th October 2018 **Action: Clare D**
- Quiz Night – Friday 16th November 2018 **Action: Jo to confirmed date with Quiz Masters and will organise with Laura Maidment**
- Wokingham Winter Carnival – 25th November **Action: Rania Sammour to organise, all booked.**
- Christmas Fair – Friday 7th December 2018 **Action: Ness to send out an email asking for helpers to attend the meeting at the D&D on Weds 26th September @ 7.30pm**
- Infant Party – Friday 1st February 2019 **Action: Rosi & Helen to organise. Action: Clare will email Rosi and Helen to arrange a handover of information.**
- Junior Disco 2 – Friday 8th February 2019 **Action: Clare D**
- Race Night – 22nd March 2019 **Action: Ness to confirm date with Jack Fisher**
- Bollywood Night – TBC May **Action: Christine to email Bollywood man to confirm a date and recruit a team of helpers. When date secured Christine to let Corrina know so Martial Arts can be cancelled.**
- Summer Fair – Saturday 15th June 2019 **Action: nearer the time we will need to put together a planning committee**



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- Year 2 Leavers Party – Monday 15th July 2019 **Action: Will need to recruit organisers.**
- Year 6 Leavers Party – Thursday 18th July 2019 **Action: Will need to recruit organisers.**
- Bags2Schools collections – Friday 21st Sept 2018/Fri 25th January 2019/Friday 14th June 2019 & Friday 27th September 2019
- PTA 100 Club – letter sent out to all parents – Sharon asked what works best for the schools with regard to the draws. Rob & Corrina both agree that doing the draws in assembly is the best way forward. **Action: September's draw to be held at the Infant School during celebration assembly on Friday 28th Sept.**
- Emmbrook Community Buy & Sell - ongoing
- Mothers/Fathers Day **Action: Ana Clinch to organise – mugs and coasters etc.**
- Christmas Cards **Action: Ana Clinch to organise**
- Car Boot Sale – March or April **Action: Jackie Khan to organise**
- Second Hand Uniform Sale **Action: Nina Edwards to confirm date for second hand uniform sale.**
- Ice-Cream Sales – Summer Term **Action: Will need to recruit helpers nearer the time.**

4. Summer Fair Survey Results

- New Event Ideas – Movie Night for Kids KS1 & KS2 separate night. Martina suggested that people are charged an entrance fee to pay for the refreshments rather than the film to avoid royalty payments.
- Inflatable Day: **Action: Catherine to forward the companies email address to Corrina so she can contact them directly and see if it would be feasible.**
- Farm Animals possible for summer fair if we secure sponsorship.
- Family circus: Catherine has a friend who is running an event at another school in October so she will find out how that event went.
- Junior cake sale: If to go ahead will be organised directly by the Junior School as happens with the Infant School.
- Murder Mystery Evening: **Action: Ana Clinch to investigate.**
- PTA Rep Recruitment: **Action: Heads to write a letter encouraging all parents to get involved in PTA events. This letter will include a request for reps in each classroom with a return slip.**
- Online Donations: People were worried that asking for donations might mean that people are less likely to attend and support PTA events. **Action: Clare to add a line on the newsletter to say that people can donate if they would like to at any time.**

5. AOB.

- Freezers - storage and use for events



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Could freezers go in the kitchen on an event day so we can pre-chill drinks? **Action: Rob Fenton to investigate.**

- **Martin & Co Incentive: Action: Ness to email out a letter to parents reminding them of the possible donations made to the school if selling or letting properties through Martin & Co.**
- **Schools promoting PTA:** Clare asked if the head teachers could help to promote the PTA with parents to get more organisers and support for events etc. **Action: As above, letter to be drafted to be sent out to all parents.**
- **Advertising Treasurer and Secretary roles ahead of AGM 2019**
Action: Ness to send out an email advertising the roles.
Catherine's husband may be interested in the Treasurer role. **Action: Catherine will put him in touch with Clare to discuss the requirements of the role.**
- **Newsletter: Action: Clare to put together a newsletter in the next couple of weeks**

6. Date and venue of next meeting:

Whole PTA meeting with Head Teachers: Weds 9th January – 7pm @ Junior School
Christmas Fair Planning Meeting: Weds 26th September – 7.30pm @ Dog & Duck