



## Emmbrook Primary Schools Parent Teachers Association

Registered Charity No. 1033449

### PTA MEETING AGENDA

Wednesday 18th September  
7pm – Junior School

#### 1. Welcome, Introductions and Apologies

**Apologies** received from: Vanessa Hemmi, Rosi Gonzalez, Helen Venfield, Ana Clinch, Christine Leddy, Martina Howard

**Present:** Sarah Gresty (Chair), Sharon Ketley (Secretary), Louise Reid (Treasurer), Sam Sprake (Treasurer), Corinna Gillard (Head Teacher Infant School), Rob Fenton (Head Teacher Junior School), Sarah Ilaria, Jo Colby, Ella McKintock, Caley Walker, Lizzie Powell, Ellie Pollitt.

#### 2. Treasurer's report

Please see copy attached for full details. C. Gillard stated this years PTA donation will go towards new playground markings. R Fenton advised that the donation to the Junior school would go towards the playground re-surfacing. In the absence of a garage stock after the summer fair, one has been agreed to take place 6<sup>th</sup> and 13<sup>th</sup> October from 11am. L Reid enquired why did not run pamper evenings any more as it was a good fund raiser – approximately £1300. S Ilaria confirms (as one of the previous organisers) that it required a great amount of organising, hugely complicated administration and difficult to find anyone who wants to run it again.

#### 3. Review of recent events:

**Wade Cheese and Wine Night** – raised £420. Good turnout. **Action: PTA to check with Cathy O'Connor to see whether this was a one-off event or worth arranging for the next academic year**

**Race Night** – a fantastic £2k profit. It was suggested that the events may be better spread out as were quite close together this year.

**Bollywood Night** – although this raised £100, it was agreed that this was not a very big fundraiser given the planning required and the cost of securing the dance group leader.

**Summer Fair** – Despite the very hot weather, £5358 was raised. The auction was down on last year and agreed that auction communication would need to go out earlier next year. Whilst the steel band was a great addition to the atmosphere it was agreed that it was an expense probably not worth paying next year. It was suggested that the cost of printing the programme was too high compared to the benefit of having the programme. L Reid informed us that many programmes were left over. The stage events were very well-received as was the soft play area. The bouncy castles and cakes stall were down on last year due to the hot weather. It was suggested that we consider more 'low outlay' stalls for next year. The soft toy tombola was very successful. Again lack of volunteers was a big factor. It was suggested that this might be improved by making the fair shorter. R Fenton advises that many of the other local school fairs are 2 hours long rather than 3 hours. Mr. Gregory (Junior School Caretaker) praised how tidy the site was left after the event.



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**Year 6 leavers Party** – Thanks to a generous donation by Junior School parent Eve Mears of £200, £182.06 was raised. Usually the leavers parties only break even as they are designed for the enjoyment of the children rather than as fundraisers.

**Year 2 Leavers Party** – £118 was raised

**Sports Day** – combined with Friday ice-cream sales raised £527

**Second Hand Uniform Sale** - £104

**Bags 2 Schools** - £127

**Friday Ice Cream Sales** - combined with Sports Day sales raised £527

**Mothers Day** - £103

**Fathers Day** – £58

**Amazon Smile** - £9. A new initiative. It was agreed to publicise this more

**Emmbrook Buy and Sell FB Site** - £216. It was agreed to publicise this more also.

#### 4. Planned events:

**Second Hand Uniform Sale** – October 4<sup>th</sup>. Suggested and agreed not to wash uniform prior to sale to reduce workload. Suggested by E Pollitt to run one at the new Cygnets introduction to new parents. Agreed as great idea

**Junior Disco 1** – Date confirmed 15<sup>th</sup> November. **Action: S Gresty to check if Clare Doyle would still like to run it.**

**Quiz Night** – Date confirmed 29<sup>th</sup> November. **Action: S Gresty to check with Laura Maidment if she and Paul would run it again. Mr. Fisher has stated he will do it if not.**

**Wokingham Winter Carnival** - 24<sup>th</sup> November. Pick a lolly stall was very successful last year. **Action: PTA to check whether previous organiser (Rania) would like to do it again. Requires booking ASAP.**

**Christmas Fair** - 6<sup>th</sup> December. Helen Venfield unable to run the event on the day but happy to help plan prior to event if no organiser. J Colby expressed an interest. Sally Giles & Martha happy to organise drinks again. **Action: S Gresty to request confirming Christmas fair committee volunteers & first meeting date. Action: E Pollitt to contact local supermarkets for donations**

**Infant Party** – 7<sup>th</sup> February. Helen Venfield & Rosi Gonzalez happy to organise again. Entertainer excellent. **Action: C Gillard would like contact details to use for Year 2 leavers party.**

**Junior Disco 2** – 7<sup>th</sup> February. **Action: S Gresty to check with Clare Dole if she would still like to organise**

**NEW EVENT** – 6<sup>th</sup> March. Toy Swish for 1 hour after school. Payment on entry and children to bring toys that they would like to swap for other toys. Suggestion to have soft drinks and tuck shop. Agreed as alternative for Car Boot and Bollywood events which were very labour intensive. **Action: E Pollitt to provide more information on how they work. Actioned already (info sent to S Ketley)**

**Race Night** - 27<sup>th</sup> March. Vanessa Hemmi happy to do again as Mr. Fisher is happy with any date.

**Summer Fair** - 13<sup>th</sup> June. In response to feedback, fair has been brought forward. Suggested traditional fair style theme for this year. **Action: S Gresty to request volunteers for summer fair committee.**

**Year 2 Leavers Party** - 15<sup>th</sup> July

**Year 6 Leavers Party** - 16<sup>th</sup> July

**Bags 2 Schools Collections** Friday 27<sup>th</sup> September 2019 /Friday 24<sup>th</sup> January/Friday 19<sup>th</sup> June/Friday 2<sup>nd</sup> October



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**PTA 100 Club** – poor uptake so far. Suggested for future to send out paper copies as well as Parentmail and have available at the new Cygnet parents open days. New Cygnet parents did not receive mail-out as went out to parents/carers before they were set up to receive school emails. **Action taken: S Ketley sent out paper copies Thursday 19<sup>th</sup> September and deadline extended to the 24<sup>th</sup> September. Action: S Ketley to ensure new cygnet parents receive notification via the FB groups and paper copies prior to start of term**

**Emmbrook Community Buy & Sell** – ongoing. E Pollitt suggests this be included in the PTA introduction to new Cygnet parents to increase awareness.

**Mothers/Fathers Day** - Ana Clinch happy to do again

**Christmas Cards** - Ana Clinch happy to do again. Cards coming home in book bags w/c 23<sup>rd</sup> September

5. **AOB** E Pollitt suggested contact the Rotary Club/Lions for signing up for donations from Santas visit. **Actioned: L Reid contacted someone in the round table and has put our name down to be considered as one of the supported charities.**
6. **Date and venue of next meeting** : 14<sup>th</sup> January 2020 at the Infant School