



Emmbrook Primary Schools Parent Teachers Association

Registered Charity No. 1033449

MINUTES OF THE PTA AGM MEETING

Tuesday 30th June 2020

Virtual Meeting @ 7pm

1. Welcome and Apologies

Apologies received from: Sarah Ilaria, Lizzy, Joanna Tandy, Vanessa Hemmi

Present: Sarah Gresty, Jo Colby, Sharon Ketley, Sam Sprake, Louise Reid, Corrina Gillard, Jo Westrap, James Usher, Christine Leddy, Rosi Gonzalez, Ruth Scales.

2. Chairperson's Report:

Sarah Gresty's chairperson report is attached.

Brief overview:

Great pride in first year in post with a brand new committee. Almost £20k raised March 19 – February 20 which paid for workshops, books and classroom tablets. Many successful events were held. Thanks were given to all organisers of these events and the amazing volunteers. A special mention to Mr. Theobald who raised almost £2k in his '5K every day I May' fundraiser before he left the junior school to join his new post. On behalf of the committee, Chair wishes him all the best in his new role. Thanks were also given to the Heads and SLT, plus the Caretakers for their ongoing support. As a result of the covid-19 restrictions, the PTA hope to reschedule popular events and have explored new ways to exchange money at events. Efforts will be made to recruit new members. Whilst fundraising has been limited as a result of Covid-19, and the money donated to both schools was much reduced, we are hopeful for the future.

3. Treasurer's Report.

Report attached, presented by Louise Reid.

Brief overview: Last years turnover reached £26.7k with a net £18.9k profit, an increase of £1.7k from 17/18. Up to end of Feb 2020 we were £700 ahead but due to Covid-19 will now be more like circa £12300 which will be £6.5k behind last year as we were unable to run two of our biggest fundraisers, the Summer Fair and Race Night. Not everyone asked for refund from their Race Night ticket so some money was recouped. A higher profit from the PTA100 club this year despite less numbers sold due to winners re-donating winnings. Donations to school topped £9500 in April 2020 (£5536 to the Junior School and £3964 to the Infant School) Full details on how money was spent by both schools included in the report. This September, sadly the donation to each school will be in the region of £2500 only.

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



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Chair – Sharon Ketley nominated Sarah Gresty and Ruth Scales seconded, everyone else agreed

Vice-Chair – Sam Sprake nominated Jo Colby, Ruth Scales seconded and everyone else agreed.

Treasurers – Sharon Ketley nominated Sam Sprake & Louise Reid, Sarah Gresty seconded and everyone else agrees.

Secretary – Jo Colby nominated Sharon Ketley, Sarah Gresty seconded and everyone else agreed.

5. Planned/Potential New Events:

PTA100 Club Ongoing

Virtual Bingo Night [POTENTIAL NEW]

Action: Sarah G to ask Mrs Cox and Mrs Wright as potential Bingo Callers. Date tbc.

Bags to Schools Friday 2nd October 2020

Action: Sharon Ketley to follow up with Happy Bags to investigate future dates as they offer higher price/kg.

Christmas Fair Friday 4th December 2020

Helen Venfield asked about potentially looking at having Christmas fair and the Santa dash on the same day or on a weekend. Corinna suggests less staff would be able to attend on a weekend. Agreed to go with Friday after school.

Santa Dash [POTENTIAL NEW] Saturday 12th December 2020

Christine Leddy suggests new event – a Santa Dash around Emmbrook. Would need to plan routes and marshalls. Participants to dress up, PTA to serve refreshments (teas, coffees, biscuits, mulled wine, mince pies) and organise toilet stops. Charge per family entry. Suggest potential routes across Three Fields, new Old Forest Road SANG, Cantley, and Bell Foundry SANG. Festive-dress up. As this is an outdoor event this might be easier to run if social distancing restrictions are still in place. Could look at sponsorship/t-shirts etc.

Action: Christine Leddy to investigate further

Junior Disco Friday January 29th. Jo Colby happy to organise again.

Infant Disco Friday 5th February. Helen Venfield and Rosi Gonzalez happy to organise again.

Quiz Night Friday 20th November. Mr. Fisher & Mr. Fox are happy to run this event again.

Race Night Friday 26th March. Mr. Fisher & Mr. Fox?

Summer Fair 26th June. Olympic theme?

Buying & Selling Facebook Page: Ongoing.

Other events suggested:



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'Elfridges': Ruth Scales suggest shopping experience. The children are given money to buy presents during school time. PTA to buy in bulk gifts. Could work across Infant and Junior Schools during school day. Corinna Gillard raised query about how to involve all the children, especially if some children may not be given money. **Action: Ruth Scales to investigate further.**

Christmas Market: Helen Venfield suggests an evening market for grown ups to buy from external stalls. James Usher suggests exploring costs of tables for external stall holders, how much footfall, how to make it profitable etc. At this point, it is suggested all major event dates should be planned well in advance to ensure they are in diary and James congratulated committee on how successful it has been in fundraising thus far.

Virtual Sporting Event: Mr. Fisher has agreed to do a virtual sporting event. **Action: Sarah Gresty to follow up.**

Lockdown Tshirts: Ruth Scales mentions at her daughters school they have been designed by the children and then can be used for the rest of the year during PE lessons

Personalised tea towels: Louise Reid suggests they have been very successful at other schools (potential profit of £1500 if bought over the course of the Academic year). **Action: Louise Reid to investigate.**

Donut Fridays/Mince pies & Mulled wine Fridays: to makeup for loss of Ice-Cream Fridays over the summer term

No Easter suggestions as yet.

Scarecrow Trail: **Action: Sharon Ketley to ask Annabel Yoxall who had previously suggested organising a community event to support all three Emm brook Schools.**

Halloween dash: suggested by Sam Sprake.

Sam also suggests doing a special Year 3 party as current year 2s are missing out on their leaving party.

Xmas Cards and Mothers Day presents: **Action: Sharon Ketley to explore with Ana Clinch.**



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6. AOB.

Garage Tidy: Sunday 5th. Potentially on Sunday 12th July also.

PPG access to events: Helen Venfield raises issues registering children at discos and checking whether people had paid as she didn't know who to chase up. Ruth Scales asks if there is a way of paying in advance so on the night all the children have to bring is the tickets with them plus details of any allergies. Current system noted as very labour intensive. Questions asked whether we can we put a box to tick on ticket order form to say if children are exempt from payment. **Action: Jo Colby & Helen Venfield to investigate online ticketing apps.** Potential to set up a discount code for all PPG children. Allergy provision could also be catered for. Parentkind have a ticketing app. Helen Venfield asks if the PTA have a Paypal account? Agreed easier to give bank details to parents. James Usher asks about Scopay but Corinna Gillard informs that the Infant School can't use Scopay for event payment as they don't spend enough. James Usher suggests using Scopay from the Juniors and paying back to the school. Mr. Theobold said on previous occasion that it would be too much admin. **Action: Committee to go back and check what was agreed previously**

Fire Warden & First Aiders: James Marshall and Mark Fox are going to be Fire Marshall trained. Committee agreed to train up the PTA. **Action: Jo Colby to contact Claire Freeman to investigate training.**

First Aid Training: Jo Colby thinks there are a few parents already First Aid-trained. Jo Colby will try and get some thing through work. Sarah Gresty is First Aid-trained.

PTA100 Club new membership: **Action: Sharon Ketley to contact Heli Braver at the beginning of Autumn Term to send info over about the PTA100 club to new starters.**

PTA Introduction to new parents. **Action: Sarah Gresty and Helen Venfield to introduce PTA to new parents on 7th and 8th September. Action: Jo Colby & Sarah Gresty to introduce PTA to new parents in evening meeting 6 – 7 pm. Action: Jo Colby and Helen Venfield to amend Newsletter template to hand out at introduction.**

7. Date and venue of next meeting: 15th September. Location tbc.