



EDGBARROW SCHOOL PTA

Minutes of PTA Meeting

Held on 25th April 2023

1.	Attendance	ACTION
	<p>Attendees:</p> <p>Ella Page Chair</p> <p>Catherine Nottage Secretary</p> <p>Lisa Kemp Treasurer</p> <p>Jack Andrews SLT</p> <p>Andrea Petri SLT</p> <p>Jo Turner</p> <p>Sarah Rook</p>	<p>Apologies:</p> <p>Tanya Jacobs</p> <p>Keri Bradley</p> <p>Annabel Barrett</p> <p>Richard Love</p>
2.	Chair's Report – Ella Page	
	<p>Ella thanked everyone for attending and then summarised recent events</p> <ul style="list-style-type: none"> • Bags2School last term brought in a good sum for the PTA • Careers Event – running refreshments there for visitors is probably not worth it, however having refreshments for exhibitors still should be done • Quiz night was a great event and raised just short of £900. The teachers won again! • Refreshments at the school's Billy Elliot production over 3 nights. It all went really well and the production itself was brilliant. <ul style="list-style-type: none"> ○ Refreshments went down well. On the first night there was a slight hiccup with no tables and bit full on to get set up for when everyone arrived. But good learnings for next year. ○ We should explore selling donuts or pastries rather than just sweets. Sold popcorn but making the bags was very time consuming. Next time we should also sell beer as well as wine and offer prosecco too. 	
3.	Treasurer's Report	
	<p>Whereas in Q1 and Q2 the PTA had concerns about level of income, we are now in a much better position. Our income is currently £4k higher than last year and can mainly be attributed to backdated gift aid claim that Lisa worked hard to submit. She submitted claims dating back to 2018.</p> <p>Lisa asked that because we have this sum from the gift aid claim, is there a specific project that's needed at the school that we can invest that money in rather than those things we have on the usual list?</p> <p>Quiz night and Spring concerts raised circa £900 each. However Justgiving is below the sums we saw in prior years.</p> <p>Re: JustGiving donations, Stuart will now ask parents on a regular basis and include a reminder in termly comms.</p> <p>Bracknell Lottery income is increasing. We definitely want to continue to promote it, especially as we no longer get Amazon Smile donations.</p>	



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Income

	2022 / 2023				
	Aug-Oct	Nov-Jan	Feb-Apr	May-Jul Total	
Income					
2nd Hand Uniform	£ 991.22	£ 14.00	£ 4.00		£ 1,009.22
Amazon	£ 208.28	£ 502.63	£ -		£ 710.91
Bank Account Interest	£ 0.72	£ 1.30	£ 3.01		£ 5.03
Easy Fundraising	£ 256.85	£ 246.66	£ 239.42		£ 742.93
Just Giving	£ 3,845.46	£ 5,945.01	£ 3,634.42		£ 13,424.89
Just giving Laptop	£ -	£ 1,324.15	£ -		£ 1,324.15
Bracknell Lottery	£ -	£ 76.00	£ 171.50		£ 247.50
Parental Donations to PTA	£ 432.43	£ 2,390.40	£ 534.07		£ 3,356.90
Christmas Market	£ 640.00	£ 1,075.16	£ -		£ 1,715.16
Bags to School Donations	£ -	£ 287.20	£ 291.50		£ 578.70
Sponsored Walk	£ 3,797.96	£ 5,081.23	£ 1.19		£ 8,880.38
Quiz Night	£ -	£ -	£ 873.60		£ 873.60
Winter Concert	£ -	£ 222.93	£ -		£ 222.93
Christmas Raffle	£ -	£ 1,633.57	£ -		£ 1,633.57
Gift Aid reclaim	£ -	£ -	£ 4,990.80		£ 4,990.80
Spring Concert	£ -	£ -	£ 836.25		£ 836.25
Summer Concert	£ -	£ -	£ -		£ -
Careers Fair	£ -	£ -	£ 61.83		£ 61.83
Tinsley Memorial Donation	£ -	£ -	£ -		£ -
Grand Total Income	£ 10,172.92	£ 18,800.24	£ 11,641.59	£ -	£ 40,614.75

Expenditure

£26,726 spent today with £13,607 passed through to the school relating to the Just Giving Parent Donations.

Bank balance remains healthy at just over £30,000

There is £7,936 remaining of the approved 2022/2023 payments to the school which after sending across would reduce the bank balance to £22,000

Expenditure					
Forecast Items 22/23 - Payments to school					
Painting & Gardening	£ -	£ -	£ -	£ -	£ -
Minibus Lease Hire	£ -	-£ 5,078.56	£ -	£ -	-£ 5,078.56
PE Coach Hire	£ -	£ -	£ -	£ -	£ -
6th Form Cream Tea Celebration	£ -	-£ 967.14	£ -	£ -	-£ 967.14
*Lower School Celebration Evening	£ -	£ -	£ -	£ -	£ -
HOY/Yr10&11 Rewards	£ -	-£ 1,900.00	£ -	£ -	-£ 1,900.00
Year 7 Author Visit	£ -	£ -	£ -	£ -	£ -
Year 11 Prom Match Funding	£ -	£ -	£ -	£ -	£ -
Edgbarrow Incentive Scheme	£ -	-£ 293.01	£ -	£ -	-£ 293.01
Stock	£ -	-£ 202.26	-£ 375.16	£ -	-£ 577.42
Banana Breakfasts	£ -	£ -	£ -	£ -	£ -
Languages Event	£ -	-£ 44.89	£ -	£ -	-£ 44.89
Hardship Fund	£ -	£ -	£ -	£ -	£ -
Young Enterprise Scheme	£ -	£ -	£ -	£ -	£ -
Parental Donations to School Fund	£ -	-£ 7,020.71	-£ 6,586.46	£ -	-£ 13,607.17
Prior Year Payments - Not Forecast	£ -	£ -	£ -	£ -	£ -
PTA Expense - Parentkind Annual F	£ -	-£ 140.00	£ -	£ -	-£ 140.00
PTA Expense - Christmas Fair	£ -	-£ 141.00	£ -	£ -	-£ 141.00
PTA Expense - Christmas Concert / I	£ -	-£ 89.25	£ -	£ -	-£ 89.25
PTA Expense - Spring Concert / Pro	£ -	£ -	-£ 21.00	£ -	-£ 21.00
PTA Expense - Licence	£ -	-£ 20.00	£ -	£ -	-£ 20.00
PTA Expenses - Sports Day Tuck Shc	£ -	£ -	£ -	£ -	£ -
PTA Expense - Summer Concert / Pr	£ -	£ -	£ -	£ -	£ -
Parent donation via PTA - laptop	£ -	-£ 1,350.00	£ -	£ -	-£ 1,350.00
Prior Year Approvals - Payments to School					
Payment to school - Dining Tables	-£ 2,497.26	£ -	£ -	£ -	-£ 2,497.26
Grand Total Expenditure	-£ 2,497.26	-£ 17,246.82	-£ 6,982.62	£ -	-£ 26,726.70



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Forecast donations

- Careers event invoice still to come through but expected to match the estimate.
- Andrea mentioned that Banana breakfast doesn't happen anymore so can be removed from the forecast donations.
- Jack and Andrea will check the expected cost of the PE coach hire with Stuart.
- Andrea mentioned that Young Enterprise normally does happen but not sure if it's happening this year. She will check
- Basketball cost is £72 for 10 basketballs. School hasn't yet requested the funds for these from PTA.

Jack/Andrea

Andrea

Forecast Donations	Agreed Sept 22 AGM	Expected Payment Month	Paid Month	Actual Spend
Annual Requests:				
Painting & Gardening	£300.00	Mar-22		
Minibus Lease Hire	£5,100.00	Jan-22	Jan-23	£5,078.56
PE Coach Hire	£2,000.00	Jul-22		
6th Form Cream Tea Celebration	£1,250.00	Nov-22	Nov-22	£967.14
*Lower School Celebration Evening Summer 20 8	£2,000.00	Aug-22		
HOY/Yr10&11 Rewards Autumn 19	£1,900.00	Nov-22	Nov-22	£1,900.00
Year 7 Author Visit	£570.00	Jul-22		
Year 11 Prom Match Funding	£300.00	May-22		
Edgbarrow Incentive Scheme	£300.00	Jan-22	Jan-23	£293.01
Careers Evening Catering	£500.00	May-22		
Banana Breakfasts	£200.00	Jul-22		
Languages Event	£50.00	Jul-22	Nov-22	£44.89
Hardship Fund	£1,000.00	May-22		
Young Enterprise Scheme	£750.00	Sep-22		
Total Forecast Donations	£16,220.00			£8,283.60
Increase on 20-21 (%)	1.00		Left to pay	£7,936.40

Larger projects

With the Gift Aid reclaim monies, we discussed which project it could be used for.

Stuart popped into the meeting and Andrea asked him whether the Library project is still the priority. Stuart said yes, though he is hoping to submit a grant application for it. However the Grant Application comes with a stipulation that the school would do the project anyway, regardless of grant success. So if the grant request does not succeed, the recent extra funds can be used on the library.

The request for the library includes:

- New carpet – stain from sewer leakage!
- New chairs and tables
- Shelves – option A to replace the v. expensive existing shelves. Option B to spruce them up. You can put boards on the end of the existing ones.
- Two more large spinners for books
- One or two table top book spinners.
- Replace the blinds.
- Security gate doesn't work.
- Decision on desktops vs. laptops
- Comfy seating
- Ebooks
- Blinds
- Ceiling replacement



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	<ul style="list-style-type: none"> • Library sign (3D sign) • New books wall display <p>Lisa asked the school to provide an estimate for what the Library needs if we were to go all out and do everything. Then we can look at budget and cut back where necessary. Andrea thinks we add the replacement shelving into the cost . One shelf is £315 and we'll need 10-15 so is expensive.</p> <p>Andrea said the absolute minimum is replacing tables, chairs and carpet.</p> <p>A Parent who runs furniture business is helping with the project and is getting v. good prices from his suppliers (one of whom furnishes libraries).</p> <p>Ella suggested the objective of the library space is excitement, wanting to be there, keen to read – so we want to invest and make it a great space. Could we try to find ways to get parents on board to make donations and get some excitement behind it?</p> <p>To close off the Treasurer report, Ella thanked Lisa for her huge efforts on reclaiming the gift aid and mentioned that Lisa had found a local lady who will sign off the PTA's charity accounts by the end of May in time for charity auditing.</p>	
4.	School update and request	
	<p>Andrea and Jack mentioned the school update message that was recently sent out and the fact the school needs to find significant savings.</p> <p>It isn't helped that there are lower numbers in Sixth Form this year. Current Sixth Form had a lower than expected Y10 and Y11 years because of Covid. The induction for marketing sixth form didn't really happen either and many of the previous Y10/Y11 pupils didn't enjoy school because of the pandemic.</p> <p>This September's sixth form numbers are healthier but money won't come in until the year after.</p> <p>At the Careers event, we had Farnborough 6th Form exhibiting but no one from Edgbarrow 6th Form present. That should be addressed for next year.</p> <p>The teachers' pay award offer is also not funded by Government which means the school needs to fund it.</p> <p>It's unclear how difficult next year will be when it comes to the school's finances. It will be difficult but Jack indicated that it's unclear whether it will be <i>very or extremely</i> difficult.</p> <p>Andrea mentioned that we might have heard of some frustrations in the new Y7 intake for 2023. There are a few parents in Y6 that haven't been successful in securing a place at Edgbarrow this year. It is a 210 intake this coming September. The school can only have two 240 intakes which are currently Y10 and Y8.</p> <p>Jack asked about the Celebration Cream Tea funding and that Michelle in 6th Form had said it's likely to be more expensive than expected. She asked if next year's budget can be £1250</p>	



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	like it is this year. Ella and Lisa asked that it be submitted as part of the 2023-2024 budget requests and can be confirmed at the AGM in September.	
5.	Fundraising activities	
	<p>Gardening Morning 4 volunteers plus a few PTA members. Sarah Rook mentioned that RE3 has given 20 bags of free compost to Sandhurst School so we could request some too if required. We will do more social posts to encourage parents to come along.</p> <p>Andrea indicated that there would be no summer concert this year.</p> <p>There will be a Uniform Sales on Thursday 13th July at the Meet the Tutor session. Catherine mentioned that Helen has said we should request uniform donations. We will do so after Bag2School (which will be after half term).</p> <p>At the Meet the tutor evening the PTA has a stall to invite Y7 parents to come and join the team. The PTA is asked to do a speech to parents. TBC whether this will be Ella or Richard.</p> <p>New ideas:</p> <p>RACE NIGHT – Donna has it all ready to go from when it was cancelled in 2020. We could run the event again in Winter term.</p> <p>BINGO night - Jo Turner has a load of old bingo sheets from primary school PTA and the balls.</p> <p>Andrea suggested a PTA Wine Tasting evening. This used to happen in the past. A company would come in and some of the money would go to the school.</p> <p>Lisa indicated that Owlsmoor PTA has a circus there this weekend. Could we do something like that to attract wider community attendance in school grounds?</p> <p>Ella suggested a Colour run. Andrea said that the school had actually planned to do one to celebrate its 60 year anniversary but then lockdown happened. Could we do it again to celebrate the Ofsted report? Andrea will find out what happened to the planned colour run in 2020 and whether we still have all of the colour powders stored somewhere.</p> <p>Other ideas for fundraising.</p> <ul style="list-style-type: none"> • Non uniform day raising funds for PTA. School is limited in how many non-uniform days it can run every term. Andrea and Jack will check. • Secondhand book / clothing sale • Pay for a pitch / car boot sale or table sale in the sixth form or school hall • Library donations – offer people their name on a plaque or similar to say thank you for sponsoring • Student artwork sale 	<p>Andrea</p> <p>Andrea</p>



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	<ul style="list-style-type: none"> The CoOp charity – we can get our name on the list when the window for applying opens soon. <p>Could we send a survey to parents asking what types of activities they'd get involved in. What would help them to donate to the PTA. PTA to discuss this further.</p> <p>Andrea asked if we can start promoting the sponsored walk at any events that might be happening. We should do some posts over the summer holidays for it. Lisa has amended the sponsored walk form and will share it with the team.</p> <p>Ella will check if sponsored walk is mentioned in the PTA page in the Year 7 Welcome Pack.</p> <p>Christmas Shopping event</p> <p>At the 2022 event we didn't charge an entry fee. Should we do so at the next one? Perhaps it comes with a free raffle ticket? The only difficulty with charging a fee is if there are two locations (hall and Sixth form) for the event. Which one do you charge at?</p> <p>Can we run everything in the Sixth Form area? We could put all Edgbarrow stallholders (tombola, cakes) upstairs rather than paying exhibitors.</p> <p>Suggestion to have a burger van or similar outside the hall/Sixth Form as we had lots of feedback about having food options.</p> <p>If we run the Christmas Shopping event next year we need to have specific owners for aspects of the event to spread the load.</p> <p>Ella has indicated that the next PTA meeting in July will focus on the Christmas Shopping Event.</p> <p>Winter concert</p> <p>Some kind of performance will happen in the Winter term but it's unclear whether it will be a concert or whether the school production will go back to December. The school's Head of Music is on maternity leave so Andrea will know more in July.</p> <p>Next PTA meeting Tuesday 4th July 2023</p>	<p>PTA team</p> <p>Lisa</p> <p>Ella</p>
7.	AOB	
	<p>Upcoming dates</p> <p>Gardening morning at school – 20th May</p> <p>Next PTA meeting – 4th July</p> <p>Uniform sale – 13th July</p> <p>PTA social / coffee morning – tbc</p>	