



# EDGBARROW SCHOOL PTA

## Minutes of PTA AGM

### Held on 1<sup>st</sup> November 2022 in person and via Zoom

1.	Attendance	ACTION
	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><b>Attendees:</b></p> <p>Ella Page                      Chair</p> <p>Lisa Kemp                      Treasurer</p> <p>Catherine Nottage              Secretary</p> <p>Jack Andrews                      SLT</p> <p>Andrea Petri                      SLT</p> <p>Keri Bradley</p> <p>Richard Love</p> <p>Hannah Owen</p> <p>Annabel Barrett</p> <p>Kady Claydon</p> <p>Catherine Obeng</p> </div> <div style="width: 48%;"> <p><b>Apologies:</b></p> <p>Tanya Jacobs                      Asst Treasurer</p> <p>Jo Turner</p> </div> </div>	
2.	Chair's Report – Ella Page	
	<p>Ella did a quick intro and explained to everyone that this was her first meeting chairing the PTA. Ella explained to new attendees that Richard was Chair and is now Deputy Chair as it's his son's final year at Edgbarrow.</p> <p>Lisa introduced herself as Treasurer and also mentioned this was the first presentation she would be doing as part of the PTA.</p> <p>We had some new attendees so everyone else introduced themselves too:</p> <ul style="list-style-type: none"> <li>• Annabel Barret – first meeting she had come along to – parent of Year 7 child</li> <li>• Kady Claydon – daughter joined 6<sup>th</sup> Form from Sandhurst</li> <li>• Keri Bradley – organising the shopping evening</li> <li>• Catherine Nottage – PTA Secretary for the past year</li> <li>• Andrea Petri – liaison to PTA</li> <li>• Jack Andrews – new to school and new PTA liaison</li> <li>• Hannah Owen – daughter Y7 and Y9. Was Treasurer.</li> <li>• Richard Love – was Chair for a few years. Very happy to support the PTA during this transition to Ella as the new Chair.</li> <li>• Catherine Obeng – daughter has just joined Y10.</li> </ul> <p>Ella explained this was her first Chair's report and invited any feedback on the content.</p> <p>Ella explained that Lisa and her have been settling into the new roles. Taking over the banking and learning other requirements in the roles, thinking about what to do moving forward. It's likely to be a tough year ahead with the cost of living crisis and PTA funds aren't looking as healthy as they were a year ago.</p> <p>She welcomed the new faces that attended the meeting and said that it really helps to get new volunteers and ideas to support the school.</p> <p>Ella outlined a couple of new schemes she has applied for.</p> <p><b>Bracknell Forest Lottery</b> – Bracknell Council run a weekly lottery. A ticket is £1 per week (though you have to commit to a month) and 50% of the ticket item goes to the allocated charity. When you buy a lottery ticket you can select your charity. The draw is weekly and you can win up to £25,000. The page is ready to go:  <a href="http://www.bracknellforestlottery.co.uk/support/edgbarrow-school-pta/">www.bracknellforestlottery.co.uk/support/edgbarrow-school-pta/</a>.</p>	



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We will promote the lottery after the Christmas Shopping and Raffle so we don't distract from that activity. However we do have to buy 20 tickets within four weeks so Ella asked if some of us could buy some tickets among the PTA.

## Easy2Name Fundraising

Easy2Name does the name labels for clothing. If you support a charity, 20% of the commission goes to the charity and also the purchaser receives free shipping. We will launch this shortly.

## Social posts

We discussed some new social posts to help promote the PTA

1. Promote all the different ways you can easily raise money for the PTA. Match funding, easy donations, etc.
2. Remind new intake Year 12 and Year 7 parents about what PTA fundraising does for the school. Repost the summer video.

Catherine N

Catherine N

## 3. Treasurer's Report

### Treasurer Update: Income/ Bank Cash Balance

	2022 / 2023					2021/2022				
	Aug-Oct	Nov-Jan	Feb-Apr	May-Jul	Total	Aug-Oct	Nov-Jan	Feb-Apr	May-Jul	Total
<b>Income</b>										
2nd Hand Uniform	£ 991.22				£ 991.22	£ 1,198.00	£ -	£ -	£ 425.66	£ 1,624.66
Amazon	£ 208.28				£ 208.28	£ 272.52	£ 273.79	£ 345.56	£ 209.04	£ 1,101.91
Bank Account Interest	£ 0.72				£ 0.72	£ 0.06	£ 0.06	£ 0.06	£ 0.18	£ 0.36
Easy Fundraising	£ 256.85				£ 256.85	£ 249.97	£ 118.71	£ 242.28	£ 213.60	£ 824.56
Just Giving	£ 7,643.42				£ 7,643.42	£ 13,782.46	£ 3,627.37	£ 4,770.85	£ 2,598.47	£ 24,779.15
Parental Donations to PTA	£ 392.43				£ 392.43	£ 425.58	£ 840.81	£ 666.35	£ 1,266.29	£ 3,199.03
Payment to school - Dining Tables	£ -				£ -	£ -	£ -	£ -	£ -	£ -
Virtual Christmas Market	£ 680.00				£ 680.00	£ 75.00	£ 75.00	£ -	£ -	£ 150.00
Bags to School Donations	£ -				£ -	£ -	£ 362.40	£ 286.00	£ 339.20	£ 987.60
Sponsored Walk	£ -				£ -	£ -	£ 6,122.28	£ 45.00	£ -	£ 6,167.28
Quiz Night	£ -				£ -	£ -	£ 375.00	£ -	£ -	£ 375.00
Christmas Concert	£ -				£ -	£ -	£ 959.56	£ -	£ -	£ 959.56
Christmas Raffle	£ -				£ -	£ -	£ 1,598.63	£ -	£ -	£ 1,598.63
Spring Concert	£ -				£ -	£ -	£ -	£ -	£ 190.36	£ 190.36
Summer Concert	£ -				£ -	£ -	£ -	£ -	£ 1,089.34	£ 1,089.34
Tinsley Memorial Donation	£ -				£ -	£ -	£ 30.00	£ 50.00	£ -	£ 80.00
<b>Grand Total Income</b>	<b>£ 10,172.92</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 10,172.92</b>	<b>£ 16,003.59</b>	<b>£ 14,383.61</b>	<b>£ 6,407.10</b>	<b>£ 6,333.14</b>	<b>£ 43,127.44</b>
Bank Balance B/F	£ 18,523.45									
Net Cash In-flow / Out-Flow	£ 7,675.66									
Bank Balance C/F	£ 26,199.11									
Current Account Balance	£ 18,198.09									
Savings Account balance	£ 2,326.93									
Float	£ 62.00									
Transactions post last statement	£ 5,612.09									
<b>Total</b>	<b>£ 26,199.11</b>									

Lisa mentioned that she has slightly amended what we now see in terms of the budget overview. She wanted to show the difference in cash received compared to the year before and estimates that at the beginning of this year we are possibly £6k down in funds versus last year.

Lisa asked about the Parental Donations and what point do we remind people to make their donations? She was unaware of it until recently. Andrea thinks a reminder will go out in January. So hopefully we'll see it tick up in January then. Richard cautioned January as the reminder date and said maybe it isn't the best time to ask for money.

Lisa indicated that if we continue to see a downwards trend, then we do have some cover in the bank. We have £26k banked and £16k allocated in funds requested but some of

Catherine O asked if there was a way to cater for those who have their own by having the Edgbarrow IT team deploy a package to owned laptops that provisions all the access requirements.



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	<p>Andrea indicated the approx spend might be circa £15-£20 a month and the total cost would be cheaper than buying off the high street.</p> <p>There is nothing for the PTA to fund here.</p> <p><b><u>Library update</u></b></p> <p>Andrea talked about how the school has been wanting to put some investment into the Library which needs a bit of TLC. One of the school priorities is reading and we want to ensure reading is an enjoyable experience and that the library is a space where pupils would love to spend their free time. Ideally looking to make some changes within the next year.</p> <p>The aim would be to put in more comfortable chairs, bean bags, add colours for brightness and to generally make the area more inviting.</p> <p>Lisa asked if we could make any changes during the gardening and decorating day and Andrea said that Gareth has his eye on the Sixth Form area for painting.</p> <p>Ella asked when you look to do work for the Library – how do you outsource that work? Andrea said that really it would be superficial changes – we wouldn't look at an outside company. All would be done in-house.</p> <p>Ella asked if the school has a procurement team? Andrea said no. Usually staff do the research and suggestions are put to the school's Business Manager and Stuart.</p> <p>Ella said if we have some more info about costings and proposals then we might be able to get a grant to fund it.</p> <p>Keri mentioned that she is an Osborne books agent. She said lots of people don't believe that Osborne is for secondary schools but they have books going up to age 14. She offered to come in and talk to someone about what books Osborne has and how the school can get free books too.</p>	Andrea/Jack
5.	<b>Fundraising activities</b>	
	<p><b>Bag2school - Tanya</b> Should be launching this week or next. Always brings in a good amount of revenue.</p> <p><b>Careers Fair - Jo</b> Reminder to all that if they know any companies that might want to exhibit or if there are any volunteers to attend, please let us know.</p> <p><b>Christmas Fair – Keri</b> 34 tables are sold. 6 additional vendors possible. Andrea confirmed that we can definitely use the school hall as well as the 6<sup>th</sup> Form block.</p> <p>Keri asked if there a stall for Year 11 cakes? Andrea will come back to Keri.</p> <p>Y7 &amp; Y8 will doing their own stall – it's in the business rooms. Y7 will be singing. Keri has been in touch with Miss Carr and Miss Cruickshanks.</p>	Andrea

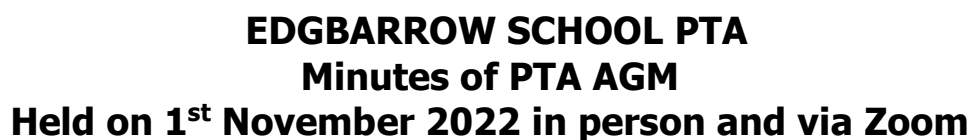


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<p>Sarah R sent a message saying we could sell tickets for the Raffle on the night. We would just need a volunteer to manage it.</p> <p>Keri will work on a two fold leaflet map of the exhibitors including their contact details in case people want to contact them afterwards. It will also include a programme of events on the night e.g. singing, raffle draw.</p> <p>Andrea will ask Rachel if she can send over the singing plan.</p> <p>Keri asked how the setup works on the evening e.g. Getting the tables into the hall. Richard and Andrea recalled that Tony and his team help set it up along with PTA and Sixth Formers. Andrea will check.</p> <p><b>Volunteers for the evening:</b> It's clear that we will need a number of volunteers for the evening. We'll need volunteers for: Refreshments Raffle (if we decide to sell tickets on the night)</p> <p>Kady, Ella, Lisa indicated they could give some help on the night. More volunteers required and we will ask via email and social media.</p> <p>Kady asked if only people associated with the school can come to the fair? Consensus was that anyone can come. We will share a Christmas video promo on We Love Crowthorne Village.</p> <p>Lisa asked if an alcohol licence was required. Yes for mulled wine. She will prepare a £200+ float + card machine for the Christmas event. Ella still has some stuff leftover from Sports Day (soft drinks) that can be used. Y7 &amp; Y8 rooms will get a £10 float.</p> <p>Richard – will send a quick note to remember what we bought before. Mulled wine was in the tea urn. School's got a couple of big urns and a soup maker.</p> <p>We should ask Helen Boomer about the urns for the tea / coffee and the wine and also check with Sarah Rook what we have in terms of tea/coffee supplies.</p> <p>Email about the Christmas Fair and Raffle to go out asap. Plus a social post too.</p> <p>Keri asked if the PTA will have a Stall at the Christmas Fair. Richard recommended that instead we promote the PTA via the Refreshments area. We could promote the dates of meetings and events and have a signup sheet for an event – ask people to leave their email address.</p> <p>During the event, PTA members could wear a badge or t-shirt - "Ask me how to help the PTA".</p> <p>Catherine will ask IPrints if they'll give us discount on PTA uniform / tshirt.</p>	<p>Andrea</p> <p>Andrea</p> <p>Richard</p> <p>Catherine Ella</p> <p>Catherine</p> <p>Catherine</p>
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<p><b>Raffle</b> Ella has emailed 54 businesses. We've received 12 donations. Businesses are struggling and don't have that much spare cash. We have a couple more prizes that are potential but we're yet to get confirmation on.</p> <p>Ella will approach Squires Garden Centre as well. NovoK is doing a tree planting thing – 150 trees planted in your name and asked if we thought it would be a good prize. Everyone said yes.</p> <p>Sarah R sent message that 300 tickets have been sold so far.</p>	
<p>Andrea asked if we will put up a Christmas tree. Richard didn't think we had done that in the past but thought the Sixth Form area always had one. Andrea will ask if the Sixth form will have a tree up by then.</p>	Andrea
<p><b>Secondhand uniform sale</b> Can we put in some allocated dates every term for a uniform sale.</p> <p>Catherine will check with Helen. Suggestion to hold one in February and then again in July on the Meet the Tutor Y6 date. Andrea has indicated a tentative date of 6<sup>th</sup> July.</p>	Catherine
<p><b>Sports Day Tuck Shop</b> Jack will check with Sixth form if they are going to run it again jointly with PTA. He did speak to PE lead who definitely wants the tuck shop again.</p> <p>Ella would like to collaborate better this year with the Sixth Form (the latter uses funds raised towards their prom).</p>	Jack
<p><b>Concert refreshments</b> Winter concert is on 7<sup>th</sup> December and will need volunteers to help. Another drinks licence required.</p> <p>Ella asked if Sarah might be available to help. Catherine will check.</p> <p>There will be no spring concert but instead the school production will take place in March. Proposed dates are 22-24 March. Billy Elliott is the musical.</p>	Catherine
<p><b>Live Quiz</b> Richard had been in contact with Malcolm who had volunteered to do it and has run it successfully in the past. We could consider Spring Term.</p> <p>Richard suggested BYO drinks and snacks and attendees just book tickets (8 to a table).</p>	
<p>Richard will speak to Malcolm and float dates that might work for him. Just before half term. Thursday or Friday night. Andrea has suggested the Thursday before half term (9<sup>th</sup> Feb) or any Friday after half term (avoiding the weeks of the school production and the Careers event).</p>	Catherine



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	<p><b>Dates for meetings</b></p> <p>Proposed dates for upcoming PTA meetings:</p> <ul style="list-style-type: none"> <li>• <b>Tuesday 17<sup>th</sup> January 2023</b></li> <li>• <b>Tuesday 25<sup>th</sup> April 2023</b></li> </ul> <p><b>Charity accounts</b></p> <p>Lisa said she'd like to get charity accounts signed off. Asked Richard to contact his friend Craig who has checked and signed them off for us in the past. Hannah said he is very easy going about it but doesn't have a lot of free time and so it's definitely better to get it done sooner rather than close to the deadline date in May.</p> <p>Richard will drop a reminder to Craig.</p>	Richard
6.	<b>AOB</b>	
	<p><b>Upcoming dates</b></p> <p>Bag2School – happening imminently</p> <p>Painting / Gardening volunteer dates:  25<sup>th</sup> February – painting 6<sup>th</sup> Form  Late April – for gardening – Jack to confirm a date.</p> <p>Christmas shopping – Thursday 24<sup>th</sup> November</p> <p>Winter Concert – Wednesday 7<sup>th</sup> December</p> <p>Quiz night – TBC, February or March 2023</p> <p>Careers Evening – 9<sup>th</sup> March 2023</p>	Jack