



# EDGBARROW SCHOOL PTA

## Minutes of PTA Meeting

### Held on 17<sup>th</sup> January 2023 in person and via Zoom

1.	Attendance	ACTION
	<div> <b>Attendees:</b>  Ella Page                      Chair  Catherine Nottage        Secretary  Jack Andrews              SLT  Andrea Petri                SLT  Richard Love  Jo Turner  Annabel Barrett </div> <div> <b>Apologies:</b>  Lisa Kemp                    Treasurer  Tanya Jacobs  Hannah Owen  Keri Bradley  Kady Claydon </div>	
2.	Chair's Report – Ella Page	
	<p>Ella thanked everyone for joining the meeting.</p> <p>Ella has said that her workload as Chair is getting very heavy so she felt it would be a good idea to promote two additional roles for parents to take on and support:</p> <p><b>Grants Officer</b></p> <ul style="list-style-type: none"> <li>- Identify funding opportunities</li> <li>- Often need someone from school and PTA to put names to it so liaising with relevant people</li> <li>- Source required information to complete grant applications</li> <li>- Ella already has a list of potential grants and funding. This role would need to go through them to see what's needed.</li> </ul> <p><b>Refreshments Lead</b></p> <ul style="list-style-type: none"> <li>- Source best value for items</li> <li>- Lead the refreshments setup and management at events</li> <li>- Secure and organise volunteers</li> <li>- Maintain stock take and inventory</li> </ul> <p>Richard said it's challenging to get people to volunteer. But by being quite direct and clear about what these specific roles are, it might make people feel more comfortable to step into them.</p> <p>Andrea suggested also a Fundraising Officer to help get people to donate to the JustGiving page. The school hasn't had as many donations as in the past. Could we chivvy up some active support from parents and for the PTA in terms of volunteers. The reality is that the school desperately needs all of the support that it can get.</p> <p>Ella suggested asking for the Justgiving donations in September not in January. There was a reason that Stuart had resisted changing the month in which the request is sent out.</p> <p>Catherine mentioned she always pays in August as that's when she started donating when her son started at Edgbarrow. Year 7 intake parents are informed about the JustGiving page in July so suggested why not send it out to the rest of the school at the same time?</p> <p>Andrea and Jack will go back to Stuart regarding the date.</p> <p>How are we going to promote these roles?</p> <ul style="list-style-type: none"> <li>- Ella will ping a messaging in the PTA WhatsApp group</li> <li>- We will add it to the email out to PTA volunteers when we send out the PTA minutes</li> <li>- We will promote on Facebook</li> </ul>	<p>Andrea/Jack</p> <p>Ella Catherine Catherine</p>



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	<p>Richard said there was a lady who had helped with Grants in the past. Perhaps she could offer some advice on how to do this for someone else to take on.</p> <p>Regarding school finances, Richard mentioned that four or five years ago things had been so difficult that Stuart had invited people to come along to Sixth Form centre and talked about the issues and asked for help with funds. Richard suggested perhaps it's worth doing something like that again. It was quite a positive meeting and from memory 100 or so parents joined.</p>	Richard																																																																																																																														
3.	<b>Treasurer's Report</b>																																																																																																																															
	<p><b>Income</b></p> <p>Currently we are about £6,000 down on our usual balance. Donations for sponsored walk were less than previous years. We anticipated that donations might be down due to cost of living crisis.</p> <p>Andrea indicated that we often get a lot of money from Year 7 because it's their first year. But this year was a 210 intake not 240 intake, so we're already down 30 pupils donations because of that.</p> <table><tr><th></th><th colspan="5">2022 / 2023</th></tr><tr><th></th><th>Aug-Oct</th><th>Nov-Jan</th><th>Feb-Apr</th><th>May-Jul</th><th>Total</th></tr><tr><td><b>Income</b></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2nd Hand Uniform</td><td>£ 991.22</td><td>£ 14.00</td><td></td><td></td><td>£ 1,005.22</td></tr><tr><td>Amazon</td><td>£ 208.28</td><td>£ 239.48</td><td></td><td></td><td>£ 447.76</td></tr><tr><td>Bank Account Interest</td><td>£ 0.72</td><td>£ 1.30</td><td></td><td></td><td>£ 2.02</td></tr><tr><td>Easy Fundraising</td><td>£ 256.85</td><td>£ -</td><td></td><td></td><td>£ 256.85</td></tr><tr><td>Just Giving</td><td>£ 3,845.46</td><td>£ 2,332.48</td><td></td><td></td><td>£ 6,177.94</td></tr><tr><td>Bracknell Lottery</td><td>£ -</td><td>£ 40.00</td><td></td><td></td><td>£ 40.00</td></tr><tr><td>Parental Donations to PTA</td><td>£ 392.43</td><td>£ 2,532.25</td><td></td><td></td><td>£ 2,924.68</td></tr><tr><td>Christmas Market</td><td>£ 680.00</td><td>£ 1,075.16</td><td></td><td></td><td>£ 1,755.16</td></tr><tr><td>Bags to School Donations</td><td>£ -</td><td>£ 287.20</td><td></td><td></td><td>£ 287.20</td></tr><tr><td>Sponsored Walk</td><td>£ 3,797.96</td><td>£ 5,081.23</td><td></td><td></td><td>£ 8,879.19</td></tr><tr><td>Quiz Night</td><td>£ -</td><td>£ -</td><td></td><td></td><td>£ -</td></tr><tr><td>Winter Concert</td><td>£ -</td><td>£ 222.93</td><td></td><td></td><td>£ 222.93</td></tr><tr><td>Christmas Raffle</td><td>£ -</td><td>£ 1,633.57</td><td></td><td></td><td>£ 1,633.57</td></tr><tr><td>Spring Concert</td><td>£ -</td><td>£ -</td><td></td><td></td><td>£ -</td></tr><tr><td>Summer Concert</td><td>£ -</td><td>£ -</td><td></td><td></td><td>£ -</td></tr><tr><td>Tinsley Memorial Donation</td><td>£ -</td><td>£ -</td><td></td><td></td><td>£ -</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><b>Grand Total Income</b></td><td><b>£ 10,172.92</b></td><td><b>£ 13,459.60</b></td><td><b>£ -</b></td><td><b>£ -</b></td><td><b>£ 23,632.52</b></td></tr></table> <p><b>Bracknell Forest Lottery</b></p> <p>We are now active on Bracknell Forest Lottery. If you buy tickets through that, it generates an income for the school. With only eight people active currently, we have already received £40.</p> <p>We will promote it again on Facebook. It was mentioned in the December newsletter also.</p> <p><b>Social promotions</b></p> <p>Do we need a regular cycle of monthly posts reminding people of the ways to easily raise funds for the school? We only have around 500 followers on Facebook so need to reshare to Parent pages too.</p>		2022 / 2023						Aug-Oct	Nov-Jan	Feb-Apr	May-Jul	Total	<b>Income</b>						2nd Hand Uniform	£ 991.22	£ 14.00			£ 1,005.22	Amazon	£ 208.28	£ 239.48			£ 447.76	Bank Account Interest	£ 0.72	£ 1.30			£ 2.02	Easy Fundraising	£ 256.85	£ -			£ 256.85	Just Giving	£ 3,845.46	£ 2,332.48			£ 6,177.94	Bracknell Lottery	£ -	£ 40.00			£ 40.00	Parental Donations to PTA	£ 392.43	£ 2,532.25			£ 2,924.68	Christmas Market	£ 680.00	£ 1,075.16			£ 1,755.16	Bags to School Donations	£ -	£ 287.20			£ 287.20	Sponsored Walk	£ 3,797.96	£ 5,081.23			£ 8,879.19	Quiz Night	£ -	£ -			£ -	Winter Concert	£ -	£ 222.93			£ 222.93	Christmas Raffle	£ -	£ 1,633.57			£ 1,633.57	Spring Concert	£ -	£ -			£ -	Summer Concert	£ -	£ -			£ -	Tinsley Memorial Donation	£ -	£ -			£ -							<b>Grand Total Income</b>	<b>£ 10,172.92</b>	<b>£ 13,459.60</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 23,632.52</b>	Catherine
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Catherine will produce a list of all the things that need promoting and we can schedule those in advance.

Jo Duce will often share the PTA posts to the school Facebook page too.

Could we promote school fundraising on local high street? E.g. Ask local businesses to put something in the windows for us. There is a really good news story with the Ofsted report. People will feel very positive as a result of that. PTA will discuss this in more detail.

Easyfundraising is a really easy way to raise money. Pays % towards purchases. Remind parents how easy this is. As well as Amazon.

Ocado is now giving donations for regular purchases. You have to do it on the website not the app.

Amazon and Easyfundraising are small amounts but they do add up.

#### Forecast expenditure

Expenditure is slightly up in Q1 and Q2 driven by the payment for the dining tables in the new café. This was all approved last year in our donation forecast. Currently we have £29k in the bank but still have some donation requests to come out of that this year.

Expenditure						
Forecast Items 22/23 - Payments to school						
Painting & Gardening	£	-	£	-	£	-
Minibus Lease Hire	£	-	£	-	£	-
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	£	-	£	-	£	-
Careers Evening Catering	£	-	£	-	£	-
Banana Breakfasts	£	-	£	-	£	-
Languages Event	£	-	-£ 44.89	£	-	-£ 44.89
Hardship Fund	£	-	£	-	£	-
Young Enterprise Scheme	£	-	£	-	£	-
Parental Donations to School Fund	£	-	-£ 7,020.71	£	-	-£ 7,020.71
Prior Year Payments - Not Forecast	£	-	£	-	£	-
PTA Expense - Parentkind Annual F	£	-	-£ 140.00	£	-	-£ 140.00
PTA Expense - Christmas Fair	£	-	-£ 343.26	£	-	-£ 343.26
PTA Expense - Christmas Concert / I	£	-	-£ 89.25	£	-	-£ 89.25
PTA Expense - Spring Concert / Pro	£	-	£	-	£	-
PTA Expense - Licence	£	-	-£ 20.00	£	-	-£ 20.00
PTA Expenses - Sports Day Tuck Sho	£	-	£	-	£	-
PTA Expense - Summer Concert / Pr	£	-	£	-	£	-
Prior Year Approvals - Payments to School						
Payment to school - Dining Tables	-£	2,497.26	£	-	£	-
Grand Total Expenditure	-£	2,497.26	-£	10,525.25	£	-
Net Cash In-flow / Out-Flow	£	7,675.66	£	2,934.35	£	-

Richard suggested looking at some of the savings account options where we might earn a bit more interest. Perhaps the bank has an account with a better rate of interest. Could Lisa investigate what options there are?

Catherine

Ella

Lisa



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Below table shows the things we are committed to paying throughout the year. There are certain things the school wants every year and we put them together at the AGM so we can all agree in one go.

We need PTA reserves to be circa £15k.

Forecast Donations	Agreed Sept 22 AGM	Expected Payment Month	Paid Month	Actual Spend
<b>Annual Requests:</b>				
Painting & Gardening	£300.00	Mar-22		
Minibus Lease Hire	£5,100.00	Jan-22		
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		
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		
<b>Total Forecast Donations</b>	<b>£16,220.00</b>			<b>£2,912.03</b>
			<b>Left to pay</b>	<b>£13,307.97</b>

#### 4. School update and request

Andrea gave the school update.

##### Ofsted

The Ofsted outcome was fantastic. It was a gruelling few days.

Monday – 2 hour call between Stuart and Ofsted.

Tuesday – time spent in all core subjects, languages, DT and Geography

Wednesday – they looked at pastoral and co-curricular side of things. Spoke to lots of students and staff.

Middle leaders were put through the mill. In classrooms they spoke to over a couple of hundred students including from school council and those that had been excluded in the past.

School was pleased with the response from the parent survey. The numbers were high. One of the highest Ofsted had seen and the survey saw high satisfaction from parents. Big thank you to the parents for that.

The school believe the Outstanding rating was well deserved and are proud of it. However – nothing changes on the day to day and staff are conscious that they need to continue at those high levels for when the next review happens.

Richard said a big thank you to the teaching staff and support staff.

Ella said it was well deserved and incredible results in all categories.

Jo said children were briefed well on why there was a big team observing.

For all students to be in an Outstanding School is a huge boost.



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Stuart is organising something for the students as a surprise. He really wants to celebrate the fact that they were a part of it as much as everyone else on the staff.

#### School finances

Various factors such as gas and electricity causing financial strain as well as unfunded staff increases in pay. The Government told schools to budget for a 3% pay award which subsequently changed to 5%, but the additional 2% is unfunded by Government and needs to be funded by the school.

But funding is not keeping up with inflation and there are fewer Sixth Formers this year than in previous years. There's lots of competition to go to other places. Farnborough College is very good at promoting themselves and received their own Outstanding rating last year before the new intake so were able to use that as a big push. School also thinks Covid had an effect. The incoming Year 12 would have had disrupted exams and potentially have been disaffected through online learning. The School has had a push to get higher numbers for the next academic year.

#### School requests

This is the school's wish list for funding from the PTA:

1. Modernise the library
2. Cabin for inclusion to use for counselling
3. Science toilets refurbishment
4. Food tech refurbishment
5. General Décor for KS4 café
6. IT equipment for the library, music, ICT, DT
7. Replacement laptops
8. Increase allocation for minibus
9. Y11 & Y13 prom
10. New basketballs
11. Plates/Cups (for cream tea and general use)

The two main ones for immediate approval are:

#### - **Y11/Y13 – Cream tea evening**

The school invites ex-students and families who recently did their exams to celebrate with a cream tea. There are lots of awards - academic awards, resilience awards, character development awards.

There is money leftover from the Cream tea evening from this year (circa £280) so the school is asking whether they can use that budget to buy additional crockery. Since the PTA had already budgeted for it, it was agreed the school can use the underspent amount for the crockery. The PTA approved this.

#### - **New basketballs**

These are for Year 9 and Year 10 pupils to play with at lunchtimes. The existing balls are well worn and some are deflated. Jack to confirm the costs for these. The basketballs funding is approved assuming the cost is within £300 max cost.

Jack



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<p>These small investments help with publicity for where the PTA funding is going.</p> <p>The Minibus and Y11/Y13 prom are already on the PTA funding list for this year however some additional things were noted:</p> <p><b>Minibus</b> The minibus cost is likely to increase. If the increase is likely to come in this financial year, then we need to know asap. But if it's not going to have an effect until next FY, we can consider it at the September AGM. Jack to check and get back to PTA with more detail.</p> <p><b>Proms</b> The aim is a 50/50 match fund between the PTA and what the students raise themselves. Y11 and Y13 do their own fundraising.</p> <p>--</p>	<p>Jack</p>
<p>The bigger items that we could fundraise for are (see in list items 1-7) are in order of how realistically the school thinks they could get done.</p> <p>1 and 2 - Modernise the library &amp; Cabin for inclusion to use for counselling – Ella said both sound like very worthy things that we could potentially get a grant for.</p> <p><b>Modernise the library</b> Jack will provide a more specific list of the aspects of modernisation for the library that could be put into a grant request.</p> <p><b>Cabin</b> We have some great space in the Hill Block. A lot of the counselling takes place in a not particularly private area. A cabin that allows for 2-3 people to sit in would be preferable.</p> <p>Richard asked if the cabin provider is stipulated or can we find a provider who would willingly put it in a lower cost? Perhaps a parent works for or knows a company that would be willing to do it at cost. Jack will find out more.</p>	<p>Jack</p> <p>Jack</p>
<p><b>KS4 Café</b> The KS4 café is now packed every day. However it's not a particularly welcoming space. Beige walls and grey carpet – that's it! Andrea suggested welcoming "food" posters or noticeboards. Jo suggested - could PTA fund supplies of art equipment for pupils to create their own posters? Andrea will check with the Art department if this is something that could be done by pupils.</p> <p><b>Remaining items</b></p> <ul style="list-style-type: none"> <li>- IT equipment for the library, music (mics for school production), ICT, DT</li> <li>- Replacement laptops</li> </ul> <p>We generally need these items on a rolling basis. They may come in ad hoc. Jack said the school will come back with some idea of costs for all the items. PTA doesn't have enough in the budget to support everything so once we have an idea of costs we'll be able to agree the items.</p>	<p>Andrea</p>



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	<p><b>Sixth Form fundraising at Sports Day</b></p> <p>Ella asked whether there's any opportunity to join with Sixth Form again for the Sports Day. Richard thinks we match their total raised for the prom. So if they do several things in relation to the prom, we match fund the total.</p> <p>Jack will take it back to Sixth Form and ask again but not sure if they are going to be that keen. They may think they're going to raise less money if they split their takings at Sports Day.</p>	
5.	<b>Careers Event</b>	
	<p>Jo gave an update on the careers event.</p> <p>We should have over 50 organisations coming. We'll run it in both the main hall and the sixth form hall. From an organisation perspective, most of Jo's work is done and has been handed over to the school careers team.</p> <p>For the wider PTA – the request is to help out with refreshments. All of the exhibitors get a free hot drink. Parents and Carers also may want refreshments. As they're wandering around they will be talking so much that they'll want a drink.</p> <p>The careers event is Y8 to Y13 – so for parents in those year groups it's worth coming and helping out for a bit. Even if you're in Y7 you could still help and get a feel for the event.</p> <p>The other request is if you or your company can help out giving ideas on careers. It can be a representation of your company or your own career itself (with no association with the company). We are particularly looking for law and legal.</p> <p>Ella has a suggested table of volunteers for certain times of day. We'll put it onto a Google Form and ask people to indicate when they can join. Catherine will set the form up. We'll ask in the PTA Whatsapp group but also on Facebook.</p>	Catherine / Ella / Jo
6.	<b>Fundraising activities</b>	
	<p><b>Quiz</b></p> <p>Malcolm is happy to run the quiz. Tentative date of Friday 3<sup>rd</sup> March (tbc). At the Quiz, Andrea suggested we advertise the school production and the May gardening event (20<sup>th</sup> May).</p> <p><b>Painting / Gardening days</b></p> <p>25<sup>th</sup> February – interior decorating – see notes below. *This will now be postponed*. 20<sup>th</sup> May – outside gardening in May</p> <p>In the past the Facilities team would go and buy large quantities of paint / rollers. PTA didn't fund the paint or anything else.</p> <p>The PTA would promote the event taking place to get parents to turn up and also do refreshments (bacon butties and large quantities of tea and coffee – free to the parents). The catering company would open up the kitchen and PTA would buy whole sack of bacon and eggs and bread rolls. 2-3 parents would cook supply of food.</p> <p>We used to get around 40-50 people. People would come for a couple of hours.</p>	





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	<p>Andrea is concerned that if it's not heavily advertised – the parents who are used to doing it have probably left the school and there isn't a culture of parents coming into the school as there used to be (due to the pandemic).</p> <p>Andrea has suggested we don't run the painting day in February because it's not well known. Perhaps postpone to Autumn term but promote the May event at the quiz night.</p> <p>We all agreed to postpone the interior decorating and then start in May and do another one in October so as to make it a slow reintroduction to parents who have never done it!</p> <p>It would be helpful for promotional purposes to understand what in May we want to achieve in the grounds. Jack will find out more.</p> <p>We will set up a volunteer form for people to say that they are coming so that we know catering and equipment numbers.</p> <p><b>Refreshments at Spring Concert</b> Ideally this would be owned by the new Refreshments Officer but if not, we will rally the PTA team to help.</p> <p>Catherine will do another Google form for the school production volunteers.</p> <p>Richard said the productions are usually two peaks of demand. Drinks pre production and then at the interval. So around 6:30pm as people arrive and then again at the interval – around 8:15pm? We will check with Rachel Carr how long the first half of the performance is.</p> <p>We'll need around 4-5 people at each peak time. Volunteers can watch the show for free too!</p> <p>Catherine suggested could people put in their orders for interval drinks on a form and pay in advance? Then the drinks could be put to the side with their name on a piece of paper – like they do in theatres.</p> <p><b>Marketing flyer for the Year 7 Intake</b> Catherine will ask Sue Peacock for deadline and provide a leaflet. In it we'll promote all the easy ways to fundraise – Easy2Name, Easyfundraising, Amazon, Bracknell Lottery.</p>	<p>Jack</p> <p>Catherine</p> <p>Catherine</p> <p>Catherine</p>
7.	<b>AOB</b>	
	<p><b>Upcoming dates</b> Quiz night – 3<sup>rd</sup> March TBC Careers Event – 9<sup>th</sup> March School Production – 22-24<sup>th</sup> March Next PTA Meeting – Tuesday 25<sup>th</sup> April Gardening day at school – 20<sup>th</sup> May</p>	