



EDGBARROW SCHOOL PTA

Minutes of PTA AGM

Held on 7th November 2023

1.	Attendance		ACTION																																																																																																																																																																																																																																																																								
	<div>Attendees:</div> <div>Ella PageChair</div> <div>Catherine NottageSecretary</div> <div>Andrea PetriSLT</div> <div>Jack AndrewsSLT</div> <div>Maggie Arnold</div> <div>Annabel Barrett</div> <div>Kady Claydon</div>	<div>Apologies:</div> <div>Lisa KempTreasurer</div> <div>Andrew Johnson</div> <div>Kate Cools</div> <div>Keri Bradley</div> <div>Jo Turner</div> <div>Catherine Obeng</div> <div>Tanya Jacobs</div> <div>Sarah Rook</div> <div>Charlotte McCarthy</div>																																																																																																																																																																																																																																																																									
2.	Chair’s Repot – Ella Page																																																																																																																																																																																																																																																																										
	<p>Ella welcomed everyone and mentioned that there were a number of apologies for this evening’s PTA meeting.</p> <p>Ella reminded everyone about the Sweet Tiger online offer – buy sweets online by 22nd November and the PTA gets a donation from Sweet Tiger.</p>																																																																																																																																																																																																																																																																										
2.	Treasurer Report																																																																																																																																																																																																																																																																										
	<p>Ella mentioned that Lisa was unable to make the meeting today. She shared that Lisa’s update was that we have healthy reserves at the moment. The sponsored walk has £11k so far with cash donations still to be counted.</p> <p>Jack has passed the cash donations for sponsored walk to Ella and Lisa will collect.</p> <table><thead><tr><th></th><th colspan="5">2023 / 2024</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><th>Aug-Oct</th><th>Nov-Jan</th><th>Feb-Apr</th><th>May-Jul</th><th>Total</th></tr></thead><tbody><tr><td>Income</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2nd Hand Uniform</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ 991.22</td><td>£ 14.00</td><td>£ 4.00</td><td>£ 1,327.64</td><td>£ 2,336.86</td></tr><tr><td>Amazon</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ 208.28</td><td>£ 502.63</td><td>£ 106.02</td><td>£ 463.38</td><td>£ 1,280.31</td></tr><tr><td>Bank Account Interest</td><td>£ 7.53</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ 7.53</td><td>£ 0.72</td><td>£ 1.30</td><td>£ 3.01</td><td>£ 5.42</td><td>£ 10.45</td></tr><tr><td>Easy Fundraising</td><td>£ 193.02</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ 193.02</td><td>£ 256.85</td><td>£ 246.66</td><td>£ 239.42</td><td>£ -</td><td>£ 742.93</td></tr><tr><td>Just Giving</td><td>£ 3,297.82</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ 3,297.82</td><td>£ 3,845.46</td><td>£ 5,945.01</td><td>£ 3,634.42</td><td>£ 2,976.25</td><td>£ 16,401.14</td></tr><tr><td>Christmas Raffle Top Prize Donation</td><td>£ 97.90</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ 97.90</td><td>£ -</td><td>£ 1,324.15</td><td>£ -</td><td>£ -</td><td>£ 1,324.15</td></tr><tr><td>Bracknell Lottery</td><td>£ 190.50</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ 190.50</td><td>£ -</td><td>£ 76.00</td><td>£ 171.50</td><td>£ 225.00</td><td>£ 472.50</td></tr><tr><td>Parental Donations to PTA</td><td>£ 497.43</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ 497.43</td><td>£ 432.43</td><td>£ 2,390.40</td><td>£ 757.98</td><td>£ 1,411.72</td><td>£ 4,992.53</td></tr><tr><td>Christmas Market</td><td>£ 340.00</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ 340.00</td><td>£ 640.00</td><td>£ 1,075.16</td><td>£ -</td><td>£ -</td><td>£ 1,715.16</td></tr><tr><td>Bags to School Donations</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ 287.20</td><td>£ 291.50</td><td>£ 334.00</td><td>£ 912.70</td></tr><tr><td>Sponsored Walk</td><td>£ 11,062.31</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ 11,062.31</td><td>£ 3,797.96</td><td>£ 5,081.23</td><td>£ 1.19</td><td>£ -</td><td>£ 8,880.38</td></tr><tr><td>Quiz Night</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ 873.60</td><td>£ -</td><td>£ 873.60</td></tr><tr><td>Winter Concert</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ 222.93</td><td>£ -</td><td>£ -</td><td>£ 222.93</td></tr><tr><td>Easy2name</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ 2.60</td><td>£ 2.60</td></tr><tr><td>Christmas Raffle</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ 1,633.57</td><td>£ -</td><td>£ -</td><td>£ 1,633.57</td></tr><tr><td>Gift Aid reclaim</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ 4,990.80</td><td>£ -</td><td>£ 4,990.80</td></tr><tr><td>Spring Concert</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ 208.15</td><td>£ -</td><td>£ 208.15</td></tr><tr><td>Summer Concert</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td></tr><tr><td>Careers Fair</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ 61.83</td><td>£ -</td><td>£ 61.83</td></tr><tr><td>Tinsley Memorial Donation</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ -</td></tr><tr><td>Grand Total Income</td><td>£ 15,686.51</td><td>£ -</td><td>£ -</td><td>£ -</td><td>£ 15,686.51</td><td>£ 10,172.92</td><td>£ 18,800.24</td><td>£ 11,343.42</td><td>£ 6,746.01</td><td>£ 47,062.59</td></tr></tbody></table> <div><p>Good Start to the year with the income for Q1 @ £15.6K driven by the sponsored walk just giving donations. Cash donations are still outstanding.</p><p>Only expense out of the bank is licenses for the Christmas Market totalling £41.</p><p>Cash reserves after budgeted items is £16.6k</p></div> <p>Andrea asked how many vendors there will be at the Christmas event this year. We have 15 confirmed stalls but with some stallholders taking up a large space (and paying increased fees as a result). Varied stallholders including perfume, jewellery, sweets, bubble tea, crocheted items.</p>			2023 / 2024					2022/2023						Aug-Oct	Nov-Jan	Feb-Apr	May-Jul	Total	Aug-Oct	Nov-Jan	Feb-Apr	May-Jul	Total	Income											2nd Hand Uniform	£ -	£ -	£ -	£ -	£ -	£ 991.22	£ 14.00	£ 4.00	£ 1,327.64	£ 2,336.86	Amazon	£ -	£ -	£ -	£ -	£ -	£ 208.28	£ 502.63	£ 106.02	£ 463.38	£ 1,280.31	Bank Account Interest	£ 7.53	£ -	£ -	£ -	£ 7.53	£ 0.72	£ 1.30	£ 3.01	£ 5.42	£ 10.45	Easy Fundraising	£ 193.02	£ -	£ -	£ -	£ 193.02	£ 256.85	£ 246.66	£ 239.42	£ -	£ 742.93	Just Giving	£ 3,297.82	£ -	£ -	£ -	£ 3,297.82	£ 3,845.46	£ 5,945.01	£ 3,634.42	£ 2,976.25	£ 16,401.14	Christmas Raffle Top Prize Donation	£ 97.90	£ -	£ -	£ -	£ 97.90	£ -	£ 1,324.15	£ -	£ -	£ 1,324.15	Bracknell Lottery	£ 190.50	£ -	£ -	£ -	£ 190.50	£ -	£ 76.00	£ 171.50	£ 225.00	£ 472.50	Parental Donations to PTA	£ 497.43	£ -	£ -	£ -	£ 497.43	£ 432.43	£ 2,390.40	£ 757.98	£ 1,411.72	£ 4,992.53	Christmas Market	£ 340.00	£ -	£ -	£ -	£ 340.00	£ 640.00	£ 1,075.16	£ -	£ -	£ 1,715.16	Bags to School Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ 287.20	£ 291.50	£ 334.00	£ 912.70	Sponsored Walk	£ 11,062.31	£ -	£ -	£ -	£ 11,062.31	£ 3,797.96	£ 5,081.23	£ 1.19	£ -	£ 8,880.38	Quiz Night	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 873.60	£ -	£ 873.60	Winter Concert	£ -	£ -	£ -	£ -	£ -	£ -	£ 222.93	£ -	£ -	£ 222.93	Easy2name	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 2.60	£ 2.60	Christmas Raffle	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,633.57	£ -	£ -	£ 1,633.57	Gift Aid reclaim	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 4,990.80	£ -	£ 4,990.80	Spring Concert	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 208.15	£ -	£ 208.15	Summer Concert	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	Careers Fair	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 61.83	£ -	£ 61.83	Tinsley Memorial Donation	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	Grand Total Income	£ 15,686.51	£ -	£ -	£ -	£ 15,686.51	£ 10,172.92	£ 18,800.24	£ 11,343.42	£ 6,746.01	£ 47,062.59	
	2023 / 2024					2022/2023																																																																																																																																																																																																																																																																					
	Aug-Oct	Nov-Jan	Feb-Apr	May-Jul	Total	Aug-Oct	Nov-Jan	Feb-Apr	May-Jul	Total																																																																																																																																																																																																																																																																	
Income																																																																																																																																																																																																																																																																											
2nd Hand Uniform	£ -	£ -	£ -	£ -	£ -	£ 991.22	£ 14.00	£ 4.00	£ 1,327.64	£ 2,336.86																																																																																																																																																																																																																																																																	
Amazon	£ -	£ -	£ -	£ -	£ -	£ 208.28	£ 502.63	£ 106.02	£ 463.38	£ 1,280.31																																																																																																																																																																																																																																																																	
Bank Account Interest	£ 7.53	£ -	£ -	£ -	£ 7.53	£ 0.72	£ 1.30	£ 3.01	£ 5.42	£ 10.45																																																																																																																																																																																																																																																																	
Easy Fundraising	£ 193.02	£ -	£ -	£ -	£ 193.02	£ 256.85	£ 246.66	£ 239.42	£ -	£ 742.93																																																																																																																																																																																																																																																																	
Just Giving	£ 3,297.82	£ -	£ -	£ -	£ 3,297.82	£ 3,845.46	£ 5,945.01	£ 3,634.42	£ 2,976.25	£ 16,401.14																																																																																																																																																																																																																																																																	
Christmas Raffle Top Prize Donation	£ 97.90	£ -	£ -	£ -	£ 97.90	£ -	£ 1,324.15	£ -	£ -	£ 1,324.15																																																																																																																																																																																																																																																																	
Bracknell Lottery	£ 190.50	£ -	£ -	£ -	£ 190.50	£ -	£ 76.00	£ 171.50	£ 225.00	£ 472.50																																																																																																																																																																																																																																																																	
Parental Donations to PTA	£ 497.43	£ -	£ -	£ -	£ 497.43	£ 432.43	£ 2,390.40	£ 757.98	£ 1,411.72	£ 4,992.53																																																																																																																																																																																																																																																																	
Christmas Market	£ 340.00	£ -	£ -	£ -	£ 340.00	£ 640.00	£ 1,075.16	£ -	£ -	£ 1,715.16																																																																																																																																																																																																																																																																	
Bags to School Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ 287.20	£ 291.50	£ 334.00	£ 912.70																																																																																																																																																																																																																																																																	
Sponsored Walk	£ 11,062.31	£ -	£ -	£ -	£ 11,062.31	£ 3,797.96	£ 5,081.23	£ 1.19	£ -	£ 8,880.38																																																																																																																																																																																																																																																																	
Quiz Night	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 873.60	£ -	£ 873.60																																																																																																																																																																																																																																																																	
Winter Concert	£ -	£ -	£ -	£ -	£ -	£ -	£ 222.93	£ -	£ -	£ 222.93																																																																																																																																																																																																																																																																	
Easy2name	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 2.60	£ 2.60																																																																																																																																																																																																																																																																	
Christmas Raffle	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,633.57	£ -	£ -	£ 1,633.57																																																																																																																																																																																																																																																																	
Gift Aid reclaim	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 4,990.80	£ -	£ 4,990.80																																																																																																																																																																																																																																																																	
Spring Concert	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 208.15	£ -	£ 208.15																																																																																																																																																																																																																																																																	
Summer Concert	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -																																																																																																																																																																																																																																																																	
Careers Fair	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 61.83	£ -	£ 61.83																																																																																																																																																																																																																																																																	
Tinsley Memorial Donation	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -																																																																																																																																																																																																																																																																	
Grand Total Income	£ 15,686.51	£ -	£ -	£ -	£ 15,686.51	£ 10,172.92	£ 18,800.24	£ 11,343.42	£ 6,746.01	£ 47,062.59																																																																																																																																																																																																																																																																	



EDGBARROW SCHOOL PTA

Minutes of PTA AGM

Held on 7th November 2023

3.	School Update	
	<p>Recruitment is a massive issue. Losing staff mid-year where previously we would not have. As a result some departments are stretched and we are trying to support staff as much as possible.</p> <p>There was an Iceland trip in half term which was a big success.</p> <p>The school has looked at things needed to make improvements to the school – including buildings improvements. There is a small list that was provided to the PTA earlier this term but the school has an even bigger list which includes larger projects. The PTA has the priority list.</p> <p>Library refurbishment is still the fundraising priority for this year but will likely now take more time to complete as if we're raising funds to do it, the school wants to make it an exceptional library so we will need more time to raise additional funds. The agreed library funds allocation from the PTA AGM remains in place and we will make efforts to increase that.</p> <p>Annabel asked whether the school was still considering BYOD (bring your own device) but that is currently on hold as other factors have taken priority.</p> <p>Lots of positive feedback about Class Charts from students – especially older students. There was a question about whether Class Charts could be used for Announcements but the school needs to ensure it doesn't become another repository of too much information so that people miss/ignore it.</p>	
5.	Christmas Fayre Planning	
	<p>There will be Bubble tea van outside. Ella asked Jack to take a photograph of where the Bubble Tea van could be situated and pass over to Ella so she can share with the vendor.</p> <p>Agreed that the Main School Hall will be the hub for refreshments, the PTA stalls and a seating area for refreshments, using the collapsible dining hall tables.</p> <p>The "Bug Man" stall will be situated in centre of the hall. The PTA stalls will be situated in the back of the hall and we would like to sell refreshments in the hall too.</p> <p>Ella will speak to Culinera about PTA selling drinks in the hall and Culinera should only sell hot dogs/pizza slices but no drinks. She will request the Soup warmer for the mulled wine.</p> <p>Andrea asked are we selling mince pies to which Ella indicated no because there was wastage last year. We will sell prosecco, mulled wine, tea, coffee and soft drinks.</p> <p>Andrea mentioned the Year 11 Cake Stall. This needs to be confirmed. If there is one it should also be situated in the Main Hall.</p>	<p>Jack</p> <p>Ella</p> <p>Andrea</p>



EDGBARROW SCHOOL PTA

Minutes of PTA AGM

Held on 7th November 2023

<p>Y7/8 Stalls – there was some discussion about where these should be situated. They are usually in the Sixth Form Rooms but Ella wondered if they would be better placed in the Main Hall. Jack and Andrea will discuss and come back to us asap.</p> <p>The PTA will be running the following stalls</p> <ul style="list-style-type: none"> • Raffle • Ring my number • Crack the code • Tombola • Refreshments • Face painting <p>Annabel asked if we had contacted the Bracknell Swimarium – who were recently offering prizes for PTA raffles. We haven't so far but will add them to the list to contact.</p> <p>Sarah and Spencer Rook are managing the raffle again and will have a stall at the event to sell tickets on the night.</p> <p>Ring my Number & Crack the Code – are two new game stalls being run by Kate Cools.</p> <ul style="list-style-type: none"> • Ring my number – call a random number submitted on ticket, half the pot of funds raised. Draw the number at 8pm helps people hang around. • Crack the code – deciding how to sell tickets. Whether to have the board with the numbers on or just let people guess. £50 note in the plastic box so it's visible. <p>Tombola – Tanya is planning cost for tickets and handling the labelling of the donations as well as the booth on the night.</p> <p>Refreshments – we have a licence for alcoholic drinks. Mulled wine, prosecco, soft drinks, tea, coffee. Annabel and Maggie are managing this.</p>	<p>Jack/Andrea</p>
<p>Face painting stall – Charlotte is running this. Andrea suggested this will appeal to Year 7 and lower (so younger siblings) – she asked perhaps to consider getting hair chalked instead (adding colour streaks to hair). Ella will mention to Charlotte.</p>	<p>Ella</p>
<p>Ella needs to talk to Lisa about sumup machines as one of them is broken. Should we order more?</p>	<p>Ella</p>
<p>Ella asked if Phil could please be available to help vendors access wifi on the night.</p>	<p>Jack/Andrea</p>
<p>In Sixth Form Entrance there is a big screen which will be used for the floorplan for the stalls. Catherine to provide PPT. Also to provide one with all the raffle sponsors logos for inside the Sixth Form. Provide PPT to Jack/Andrea.</p>	<p>Catherine</p>
<p>Ella asked who were first aiders. Maggie is first aider. Andrea is a first aider. Mr Burrell and Ms Pilgrim also.</p>	



EDGBARROW SCHOOL PTA

Minutes of PTA AGM

Held on 7th November 2023

	<p>Ella will plan the volunteer schedule and also assign floorwalkers to help out during the event and ensure the stallholders are happy. Ella will also devise the floorplan by end of next week.</p> <p>Kady mentioned she could help. Catherine to add her to the Xmas WhatsApp Group. Catherine mentioned that Jo Turner is also available and will add her too. Sixth form has Christmas decorations – can they help put it up.</p> <p>Catherine mentioned we need to email out to vendors the weekend before the event with information about their stall location and final arrangements for who to contact on the day. Catherine will do the email based on info provided by Ella.</p> <p>Andrea confirmed that Year 7 will be Singing in Sixth Form.</p> <p>The Raffle announcement will take place in Sixth Form. Ella to confirm whether the Ring my Number and Crack the Code announcements also take place in the sixth Form and at what time.</p>	<p>Ella</p> <p>Catherine</p> <p>Catherine</p> <p>Ella</p>
9.	AOB	
	<p>Quiz Night – save the date 2nd February. Catherine will create a new signup form. Bring your own drinks/food. Pay via ScoPay. Start to promote after the Christmas Event. Catherine to check if Richard is happy to help out with this event as he had previously mentioned it.</p> <p>Careers fair – Catherine mentioned Jo’s update from email. 30 companies in attendance. We would welcome more so if any parents would like to come and talk about their companies, that would be useful.</p> <p>Remind everyone about Christmas shopping and using Easyfundraising or similar to help spend Christmas money and contribute to the PTA. Catherine will do reminder after the Christmas event as there is a lot of information currently being sent out.</p>	<p>Catherine</p> <p>Catherine</p>
	Next meeting PTA Meeting on Tuesday 23 rd January 2023.	