



EDGBARROW SCHOOL PTA

Minutes of PTA Meeting

Held on 4th July 2023

1.	Attendance	ACTION
	<p>Attendees:</p> <p>Ella Page Chair</p> <p>Catherine Nottage Secretary</p> <p>Richard Love Deputy Chair</p> <p>Jack Andrews SLT</p> <p>Stuart Matthews Headteacher</p> <p>Jo Turner</p> <p>Kate Cools</p> <p>Keri Bradley</p> <p>Catherine Obeng</p> <p>Donna Cooper</p> <p>Ntombi Nwafor</p>	<p>Apologies:</p> <p>Andrea Petri SLT</p> <p>Lisa Kemp Treasurer</p>
2.	Chair's Report – Ella Page	
	<p>Ella led introductions for everyone. Two newcomers to the PTA meeting – Kate Cools and Ntombi Nwafor.</p> <p>Ella emphasised that we're always looking for new, creative ways to encourage more parents to get involved. Majority of the team has jobs and our focus for the PTA is to raise as much funding as possible to support the school.</p> <p>Catherine (Secretary) prepared a video to encourage Y7 parents to get involved. Ella played the video for all attendees to see. It's available on the PTA page on the school website.</p> <p>Hopefully we'll get some more new volunteers in the coming months.</p> <p>Ella explained that it has been a relatively quiet term in terms of fundraising. Bag2School brought in £334 and so far this year it has raised just shy of £1,000 in funds. There has been some discussion around whether to switch to a clothing bank on site but it was agreed that whilst we have a Bag2School coordinator and whilst we are still raising a reasonable sum, we will stick with Bag2School. A clothing bank might be considered in the future.</p> <p>Ella also mentioned the Gardening Day which was a success. We'll run the event on a similar date next year and hope to rally up some more parents next time.</p> <p>School Governors invited the PTA to meet briefly at the break in the Governor's meeting. Ella commented that it was lovely to meet the Governors and put names to faces. She is looking to follow up with the Finance Governor and Chair to see how the PTA and Governors can join up together on fundraising.</p>	
3.	Treasurer's Report	
	Apologies from Lisa. She was unable to prepare the finance report this time but will have it ready for the AGM in September.	
4.	School update and request	
	Mr Andrews indicated that this term has been all about exams. All students have risen to the occasion and supported ably by amazing staff. School is looking forward to the results in August.	



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<p>The Proms for Y11 and 13 took place. Y13 at Windsor Race Course, Y11 at Pineridge Golf course. Both events had official photography.</p> <p>This term there has been lots of trips. Barcelona sports tour for for Y8/9 trip made possible by 15 staff volunteering over half term to support it.</p> <p>Y10 and Y12 have both had Geography fieldwork trips.</p> <p>Y8 teambuilding happened on the first weekend of July. Mixed weather but everyone had a good time.</p> <p>Duke of Edinburgh expeditions occurred during the second week of July for both Bronze and Silver awards.</p> <p>Looking ahead the last few weeks of term will have the rescheduled Sports Day, Y6 induction, teacher strike days, work experience for Y10 and two enrichment days for pupils on the last couple of days of school.</p> <p>The Sixth Form Induction happened and was very busy with circa 250 attendees.</p> <p>The Culture & Diversity afternoon held in June was brilliant. School stopped lessons early so that the students could experience food from other cultures. Quite a few parents came in from different backgrounds. The school hopes to get more parents involved next year and have a selection of national food as well as possibly having students wear national dress.</p> <p>Ella suggested we could wrap it into a “summer fayre” and expand into the culture and diversity session. Stuart emphasised that it wasn’t a money making event though. However having PTA volunteers to help staff stalls or donate food would help the school celebrate diversity.</p> <p>School council leaders had the opportunity to go to Ascot Week and see the King and Queen go by. Mr Matthews was quick to reply to the council email so was able to secure 30 places for students.</p> <p>Requests</p> <p>There are a few items on the predicted budget items that haven’t yet been claimed by the school – around £6k worth.</p> <p>Jack said some requests won’t be coming through. But some things like Celebration of Success hasn’t been requested yet because it’s happening next week.</p> <p>Richard indicated that we need to understand which requests will be claimed and which won’t. Also asked for school to send over any recurring requests for next financial year.</p> <p>Tanya has suggested to Ella that the PTA engages with the school council lead to get feedback from the students for what they want or need. Holly Butler will be running the School Council from September onwards. Ella will get in touch with Holly.</p> <p>Rachel Hume, Head of Sixth Formm has asked if the PTA can fund a JSTOR subscription – this is a digital library, academic journals. It’s a reliable and credible source of information, used</p>	<div>Jack</div> <div>Ella</div>
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	<p>extensively in Sixth Form in lots of different ways. Lots use it and potential to get more people using it. Cost is £411 annually and was agreed by all in attendance at the meeting. It could also be accessed by students outside of Sixth Form. PTA members in the room voted and agreed to fund</p>	
5.	Fundraising activities	
	<p>Sponsored Walk Jack would like to issue sponsorship forms this side of the summer holidays and asked if Lisa could please send the updated sponsorship form. (Catherine has notified Lisa and this has now been provided).</p> <p>Friday 22nd September is the provisional date for the Sponsored Walk. Backup date 29th Sept.</p> <p>Parent volunteers are asked to help with forest check points and registration points. Students start walking at 12:30, with it all over by the end of the school day.</p> <p>Richard mentioned that the sponsored walk is a great communal activity and a great fundraiser.</p> <p>Ella suggested that if parents with Company Match Funding volunteer, whatever's raised at the sponsored walk can be matched too. We'll aim to promote this aspect in social posts and ask parent volunteers with company matching to help out.</p> <p>We'll also put the sponsorship form online so people can download it.</p> <p>Race Night Donna said it was cancelled in 2020 due to Covid but it's time to try to reorganise it. It needs a lot of volunteers taking the bets. You can probably have one adult per two betting stations and there will be eight betting stations in total so ideally four people to volunteer throughout the whole night.</p> <p>School Hall is a great space for it. Depending on the number of volunteers we could also bring a bar. We won't do a raffle as people are betting all night.</p> <p>Donna mentioned that there were race sponsors last time and she needs to talk to Finance about who sponsored and offer them the place this time. (Also to check if they were reimbursed last time because it didn't happen).</p> <p>Donna asked whether we should alternate Quiz night and Race night in alternate years. Richard said that it's a good idea if we do both as both are good fundraisers. He's happy to work with Malcolm on a quiz night in March again.</p> <p>Stuart suggests running something in first half of school term i.e. October if we think we can get the volunteers for it. Bob was going to do the compering last time so Stuart said someone on SLT will take that on.</p> <p>Ella and Richard are happy to volunteer as two betting station owners so we just need to find two more.</p>	<p>Catherine (social posts)</p> <p>Catherine (social posts)</p>



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Proposed dates Friday 6 th October or Friday 13 th October. Donna will confirm which of those dates she is able to do.	Donna
Donna has a supplier for pre-mixed gin and tonic that was a good supplier. She'll give details to Ella.	Donna
Donna to provide info to Catherine to promote on socials. Catherine will look at any posts from 2020 before it was cancelled.	Donna/Catherine
Quiz Night Richard will check with Malcolm if he will hold the quiz night again. Stuart thinks he will be happy to help.	Richard
Christmas Shopping Event Thursday 23 rd November – scheduled an inset day for 24 th . 6pm-9pm – kids stalls pack up about 8pm.	
List of jobs for which we need volunteers (in red are those awaiting a volunteer):	Keri
<i>Vendors</i> – reach out to who would like a table. Liaise with Lisa (finance) over payments received. Setup on the day. Organise table plan. Printed booklet.	
<i>Refreshments</i> – for vendors and for visitors.	Kate Cools will help set up and then do Ring it to Win it
<i>Food</i> – last year there was feedback that there was no food to buy. We could either offer space for a food provider (or outside food van) or if it's as simple as providing hot dogs, Stuart suggested School could ask the kitchen sell hot dogs. If they are sold from the canteen area that it will help to drive traffic into the hall where other vendors are. Donna asked whether we could we make a seating area for people to sit and eat in the hall. We'd need to explore whether we'd have the room to do so.	Jack
<i>Finances</i> – manage stands and refreshments costs/floats	Lisa
<i>Tombola</i> – organise donations, label prizes, staff the table, request the items. We charged £1 for a strip of tickets. Ella indicated that we should make sure tombola and raffle are not by the door as they take up too much space. Stuart suggested putting the raffle and tombola upstairs so people are encouraged to go up there. Or alternatively it could be held in the school hall using the school stage as the place to put the prizes.	
<i>Raffle prizes</i> - Two parts to this activity. Firstly emailing all vendors requesting a prize. Then secondly running the online ticketing. Catherine will check with Sarah if she'll do the ticketing again. (confirmed – Sarah Rook will do ticketing and emailing out ticket numbers to those that enter raffle)	
<i>Student games</i> Y7/8 – float for students required from treasurer	Lisa



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	<p><i>Ring it to win it</i> – sell a ticket for £1 and person puts their mobile number in a hat. At the end of the night Stuart will ring one of the numbers. Winner gets half of the winnings, PTA gets other half.</p> <p><i>Venue</i> – sourcing and positioning tables, posters for toilets</p> <p><i>Floor walkers</i> – checking in with people on the night</p> <p>Stuart asked if we will be charging on the door. There was pushback from Ella and Donna on whether to do that. It's felt with cost of living crisis and fact the event takes place over two locations, it's better to try to make more with new stalls/activities at the event. Stuart emphasised though that it's a lot of effort for the school and the PTA so we need to ensure it's worth it.</p> <p>We could ask a local company to sponsor the event</p>	<p>Kate Cools</p> <p>Ella</p> <p>Ella?</p>
7.	AOB	
	<p>Careers Event – Jo Turner indicated the date is confirmed for Thursday 7th March 2024. Asked if there is anyone who has exciting career that is willing to come and talk.</p> <p>Governors might be a good source for businesses. Kate Cools mentioned she and her husband are scientists and could potentially come.</p> <p>Ella indicated that we won't put on refreshments for visitors but will for the exhibitors.</p> <p>Planned colour run in 2020 - reschedule Ella mentioned that Andrea has previously mentioned a colour run that was planned and cancelled in 2020 to celebrate the 60th birthday of school. Andrea was going to find out if all the colour materials were still available. Stuart said if we ran this it would have to be far separate to the sponsored walk.</p> <p>AGM: Tuesday 26th September 2023, 7pm.</p>	<p>Andrea</p>