



EDGBARROW SCHOOL PTA

Minutes of PTA AGM

Held on 26th September 2023

1.	Attendance	ACTION
	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Attendees:</p> <p>Ella Page Vice Chair</p> <p>Richard Love Vice Chair</p> <p>Lisa Kemp Treasurer</p> <p>Catherine Nottage Secretary</p> <p>Stuart Matthews SLT</p> <p>Andrea Petri SLT</p> <p>Jack Andrews SLT</p> <p>Maggie Arnold</p> <p>Kady Claydon</p> <p>Charlotte McCarthy</p> <p>Catherine Obeng</p> <p>Annabel Barrett</p> <p>Keri Bradley</p> </div> <div style="width: 48%;"> <p>Apologies:</p> <p>Andrew Johnson</p> <p>Kate Cools</p> <p>Sarah Rook</p> <p>Jo Turner</p> <p>Miriam Nicholson</p> <p>Donna Cooper</p> </div> </div>	
2.	Chair's Report – Ella Page	
	<p>Ella welcomed everyone to the AGM and gave a brief intro of what would be covered in the meeting:</p> <ul style="list-style-type: none"> - Look at current committee roles and team lead roles for upcoming events. - Recap on the year and opportunities for fundraising this year. - Lisa will provide a Treasurer update followed by an update from Stuart for the school. - Forecast Spend. <p>Ella indicated that towards the end of the meeting we'll do the official business of Election of the Committee.</p> <p>Since we had some new attendees, we introduced ourselves:</p> <p>Lisa Kemp - Treasurer – Y8 daughter</p> <p>Charlotte – Y7 daughter</p> <p>Maggie – Y8/Y7 sons</p> <p>Kady – Y13 daughter</p> <p>Catherine – daughters in Y11 + Y13</p> <p>Catherine – PTA secretary Y9 daughter + Y11 son</p> <p>Jack – SLT</p> <p>Richard – Vice Chair, been in PTA since his son started at Edgbarrow. His son has now left for university</p> <p>Stuart – Headteacher</p> <p>Ella – Y7 daughter + Y9 son</p> <p>Ella mentioned those who had sent apologies at not being able to attend. (Annabel and Keri arrived slightly later so missed the introductions part)</p> <p>Ella said that although we have the core committee, some people do help at events and other activities.</p>	



EDGBARROW SCHOOL PTA

Minutes of PTA AGM

Held on 26th September 2023

Ella showed the [overview video of what we do](#), what we try to achieve as the PTA.

Ella then ran through all the committee members:

Ella - Chairperson

Richard – Vice Chair stepping down this year. She mentioned the Vice Treasurer vacancy

Lisa - Treasurer

Secretary – Catherine

She then covered other roles that people cover:

2nd Hand Uniform – Helen Thompson

Careers Event – Jo Turner

Marketing / Comms – Catherine Nottage

Bag2School – Tanya Jacobs

Xmas Fayre – Ella / Catherine / Keri Bradley

Xmas Raffle – Sarah & Spencer Rook / Ella / Catherine

Refreshments – Vacant

Ella explained each of the roles and mentioned the vacant roles in particular.

Ella also went on to summarise the behind-the-scenes activities that PTA has been doing in order to become a more cohesive team:

- PTA OneDrive – consolidated all of the PTA documents within the school's OneDrive so that we have a central repository for when we hand over the baton to new committee members and so there is a clear archive of all records.
- Updated our brand and marketing so that our posts are in keeping with school colours and that there is consistency in the look of things that we post.
- Aprons and badges for events so people know you can help. Kady echoed that this is really helpful at events.
- Dedicated PTA email accounts – main PTA mailbox, Chair, Treasurer, Shopping Event, Careers Event and now a Secondhand uniform account
- Signed up for two new schemes – Bracknell Forest Lottery – filling the gap for Amazon Smile with approx. £600 or so this year. We also had the Easy2Name labels which has given us a tiny income of £2.60!
- Governing Body Support – The PTA was invited to the Local Government Body meeting for a short tea break to meet Governors. Ella has met with the Chair since then to fully understand each other's remit. The plan is to try to pool resources, drive much better comms between Gobs and PTA.

New opportunities for easy fundraising

Ella has looked at the application forms for tokens in supermarkets – Tesco, Waitrose, M&S – hopefully we will be successful. The application form is lengthy. But the benefits will hopefully outweigh the time taken to complete.



EDGBARROW SCHOOL PTA

Minutes of PTA AGM

Held on 26th September 2023

Ella asked to let the PTA know if there are other fundraising opps you hear about, to let us know.

Ella also mentioned that this year we'd like to concentrate on fundraising for something specific so that we can drum up interest in helping. We'll discuss the wishlist from the school later in the meeting.

Ella also emphasised that we need more volunteers and need interest from people who will be willing to take on bigger roles as we're going to move on at some point.

2. Treasurer Report

Lisa was worried in Q2 last year that we wouldn't achieve the same funds as previous years but we ended the year up 10% on the prior year. Our income was £47k – and most of the uplift was a backdated gift aid reclaim that Lisa worked on. She claimed gift aid going back to 2018.

	2022 / 2023						2021/2022				
	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		£ 1,198.00	£ -	£ -	£ 426.66	£ 1,624.66
Amazon	£ 208.28	£ 502.63	£ 106.02	£ 463.38	£ 1,280.31		£ 272.52	£ 273.79	£ 346.56	£ 209.04	£ 1,101.91
Bank Account Interest	£ 0.72	£ 1.30	£ 3.01	£ 5.42	£ 10.45		£ 0.06	£ 0.06	£ 0.06	£ 0.18	£ 0.36
Easy Fundraising	£ 256.85	£ 246.66	£ 239.42	£ -	£ 742.93		£ 249.97	£ 118.71	£ 242.28	£ 213.60	£ 824.56
Just Giving	£ 3,845.46	£ 5,945.01	£ 3,634.42	£ 2,976.25	£ 16,401.14		£ 7,201.46	£ 3,539.87	£ 4,750.66	£ 2,598.47	£ 18,090.46
Just giving Laptop	£ -	£ 1,324.15	£ -	£ -	£ 1,324.15		£ -	£ -	£ -	£ -	£ -
Bracknell Lottery	£ -	£ 76.00	£ 171.50	£ 225.00	£ 472.50		£ -	£ -	£ -	£ -	£ -
Parental Donations to PTA	£ 432.43	£ 2,390.40	£ 757.98	£ 1,411.72	£ 4,992.53		£ 425.58	£ 840.81	£ 686.54	£ 1,266.29	£ 3,219.22
Christmas Market	£ 640.00	£ 1,075.16	£ -	£ -	£ 1,715.16		£ 75.00	£ 75.00	£ -	£ -	£ 150.00
Bags to School Donations	£ -	£ 287.20	£ 291.50	£ 334.00	£ 912.70		£ -	£ 362.40	£ 286.00	£ 339.20	£ 987.60
Sponsored Walk	£ 3,797.96	£ 5,081.23	£ 1.19	£ -	£ 8,880.38		£ 6,581.00	£ 6,122.28	£ 45.00	£ -	£ 12,748.28
Quiz Night	£ -	£ -	£ 873.60	£ -	£ 873.60		£ -	£ 462.50	£ -	£ -	£ 462.50
Winter Concert	£ -	£ 222.93	£ -	£ -	£ 222.93		£ -	£ 959.56	£ -	£ -	£ 959.56
Easy2name	£ -	£ -	£ -	£ 2.60	£ 2.60		£ -	£ 1,598.63	£ -	£ -	£ 1,598.63
Christmas Raffle	£ -	£ 1,633.57	£ -	£ -	£ 1,633.57		£ -	£ -	£ -	£ -	£ -
Gift Aid reclaim	£ -	£ -	£ 4,990.80	£ -	£ 4,990.80		£ -	£ -	£ -	£ -	£ -
Spring Concert	£ -	£ -	£ 836.25	£ -	£ 836.25		£ -	£ -	£ -	£ 190.36	£ 190.36
Summer Concert	£ -	£ -	£ -	£ -	£ -		£ -	£ -	£ -	£ 1,089.34	£ 1,089.34
Careers Fair	£ -	£ -	£ 61.83	£ -	£ 61.83		£ -	£ -	£ -	£ -	£ -
Tinsley Memorial Donation	£ -	£ -	£ -	£ -	£ -		£ -	£ 30.00	£ 50.00	£ -	£ 80.00
Grand Total Income	£ 10,172.92	£ 18,800.24	£ 11,971.52	£ 6,746.01	£ 47,690.69		£ 16,003.59	£ 14,383.61	£ 6,407.10	£ 6,333.14	£ 43,127.44

A real mix of donations and fundraising activities last year. Quiz night, Winter concert refreshments, Christmas raffle. We joke about the tiny amounts like Easy2Name but small amounts help too!

Lisa has documented the Treasurer processes so that the role can easily be handed over. It's all stored on OneDrive.

In terms of expenditure – we were 10% down on the prior year. We've seen lower requests than expected from the school. We have £33k in the bank to spend – a lot of which will go on regular annual requests from the school.



EDGBARROW SCHOOL PTA

Minutes of PTA AGM

Held on 26th September 2023

Expenditure	Aug-Oct	Nov-Jan	Feb-Apr	May-Jul	Total		Aug-Oct	Nov-Jan	Feb-Apr	May-Jul	Total
Forecast Items 22/23 - Payments to school											
Painting & Gardening	£ -	£ -	£ -	£ -	£ -		£ -	£ -	£ -	£ -	£ -
Minibus Lease Hire	£ -	-£ 5,078.56	£ -	£ -	-£ 5,078.56		£ -	-£ 5,078.56	£ -	£ -	-£ 5,078.56
PE Coach Hire	£ -	£ -	£ -	-£ 969.41	-£ 969.41		£ -	£ -	£ -	-£ 675.34	-£ 675.34
6th Form Cream Tea Celebration	£ -	-£ 967.14	£ -	£ -	-£ 967.14		£ -	-£ 762.48	£ -	£ -	-£ 762.48
*Lower School Celebration Evening	£ -	£ -	£ -	-£ 798.12	-£ 798.12		£ -	£ -	£ -	-£ 735.31	-£ 735.31
HOV/Yr10&11 Rewards	£ -	-£ 1,900.00	£ -	£ -	-£ 1,900.00		-£ 1,900.00	£ -	£ -	£ -	-£ 1,900.00
Year 7 Author Visit	£ -	£ -	£ -	-£ 600.00	-£ 600.00		£ -	-£ 570.00	£ -	£ -	-£ 570.00
Year 11 Prom Match Funding	£ -	£ -	£ -	-£ 300.00	-£ 300.00		£ -	£ -	-£ 300.00	£ -	-£ 300.00
Edgbarrow Incentive Scheme	£ -	-£ 293.01	£ -	£ -	-£ 293.01		£ -	£ -	£ -	-£ 291.20	-£ 291.20
Stock	£ -	-£ 202.26	-£ 375.16	£ -	-£ 577.42		£ -	£ -	£ -	-£ 520.00	-£ 520.00
Banana Breakfasts	£ -	£ -	£ -	-£ 200.00	-£ 200.00		£ -	£ -	£ -	£ -	£ -
Languages Event	£ -	-£ 44.89	£ -	£ -	-£ 44.89		£ -	£ -	£ -	£ -	£ -
Hardship Fund	£ -	£ -	£ -	£ -	£ -		-£ 1,000.00	£ -	£ -	£ -	-£ 1,000.00
Young Enterprise Scheme	£ -	£ -	£ -	£ -	£ -		£ -	£ -	£ -	-£ 530.00	-£ 530.00
Parental Donations to School Fund	£ -	-£ 7,020.71	-£ 6,586.46	-£ 3,631.28	-£ 17,238.45		£ -	£ -	-£ 9,165.95	-£ 8,087.20	-£ 17,253.15
Prior Year Payments - Not Forecast	£ -	£ -	£ -	£ -	£ -		-£ 62.50	£ -	-£ 539.38	-£ 5,480.28	-£ 6,082.16
PTA Expense - Parentkind Annual F	£ -	-£ 140.00	£ -	£ -	-£ 140.00		£ -	-£ 128.00	£ -	£ -	-£ 128.00
PTA Expense - Christmas Fair	£ -	-£ 141.00	£ -	£ -	-£ 141.00		£ -	£ -	£ -	£ -	£ -
PTA Expense - Christmas Concert / I	£ -	-£ 89.25	£ -	£ -	-£ 89.25		£ -	-£ 401.10	£ -	-£ 488.03	-£ 889.13
PTA Expense - Spring Concert / Pro	£ -	£ -	-£ 21.00	£ -	-£ 21.00		£ -	£ -	-£ 40.00	£ -	-£ 40.00
PTA Expense - Licence	£ -	-£ 20.00	£ -	£ -	-£ 20.00		£ -	-£ 20.00	£ -	-£ 21.00	-£ 41.00
PTA Expenses - Sports Day Tuck Shc	£ -	£ -	£ -	£ -	£ -		£ -	£ -	£ -	-£ 162.64	-£ 162.64
PTA Expense - Summer Concert / Pr	£ -	£ -	£ -	£ -	£ -		£ -	£ -	£ -	-£ 294.29	-£ 294.29
Basket Ball - Non Forecast	£ -	£ -	£ -	-£ 55.33	-£ 55.33		£ -	£ -	£ -	£ -	£ -
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 -£ 6,554.14 -£ 33,280.84							-£ 2,962.50 -£ 6,960.14 -£ 10,045.33 -£ 17,285.29 -£ 37,253.26				
Net Cash In-flow / Out-Flow							£ 13,041.09 £ 7,423.47 -£ 3,638.23 -£ 10,952.15 £ 5,874.18				

Touching on the sponsored walk – amount as at Tuesday 26th Sept was £9k raised but we're expecting more to come in. There is more being submitted via Justgiving this year than last year. Will be good to see what that final number turns out to be.

3. School Update – Stuart Matthews

Stuart gave the major highlights of last year.

Overall a good year for the school. A lovely set of exam results though with some challenges with grade boundaries. But both Y11 and Y13 did really well.

Ten months ago we had the Ofsted report. Obviously really pleased with the outcome of that and grateful to parents and students for their efforts. Feedback from parents has been brilliant.

The school continues to be full in all year groups with waiting lists in all year groups. There were significant challenges in not being able to offer a number of places and disappointed parents in catchment. Edgbarrow does not have physical capacity to accept any more students and that won't change. There is no money forthcoming from for this school from either Bracknell or Wokingham authority.

All of our trips were held last year. And next summer Operation Wallacea happens for the first time since Covid.

Billy Elliot was the school production which was as success.

The KS4 Café was established.



EDGBARROW SCHOOL PTA

Minutes of PTA AGM

Held on 26th September 2023

It has been a tough year budget-wise and will continue to be. The school has the same number of students but six teachers fewer – taken from English, Maths and Science – that will cause the school difficulties.

Priorities going forward

Reading – increasingly finding significant gaps in reading since the pandemic and this make a massive difference in outcomes. GCSE papers are set for a reading age of 16. All students have had the reading ages assessed and these will be reported home.

Attendance is another issue – nationally attendance is 89% - and there is a growing number of individual students with very poor attendance. At Edgbarrow attendance not where it was before Covid. It is currently 94%, but used to be 96%.

Recruitment – this is proving incredibly difficult. Not only are we down an English teacher, we've had the vacancy since January. Government's teacher recruitment target is less than 60% of the target. When Ofsted came last year they were surprised we were fully staffed with qualified teachers.

Stuart said that he wanted to record our thanks to the PTA – not just the financial side of things but for events too – bringing the school community together and in particular committee members who shoulder a large chunk of the work.

4. Proposed forecast spend

AGM Approved Forecast 2023/2024	Proposed Spend	Expected Payment	Prior Year Actual
	Month	Month	Spend
Annual Requests:			
Minibus Lease Hire	£7,000.00	Jan-22	£5,078.56
6th Form Cream Tea Celebration	£1,000.00	Nov-22	£967.14
Lower School Celebration Evening Summer	£1,000.00	Aug-22	£798.12
Year 7 Author Visit	£600.00	Jul-22	£600.00
Year 11 Prom Match Funding	£300.00	May-22	£300.00
Edgpoint Reward Scheme	£2,500.00 TBC		£0.00
HOY Rewards	£500.00	Nov-22	£1,900.00
Exam Prep Breakfasts Yr 11 & 13	£500.00	Jul-22	£200.00
Careers Evening Catering	£600.00	May-22	£0.00
Painting & Gardening	£300.00	Mar-22	£0.00
Hardship Fund	£1,000.00	May-22	£0.00
Library Refurbishment	£10,763.09	Apr-22	£0.00
Total Forecast Donations	£26,063.09		£9,843.82
Proposed Items for Removal from 2023/24 Budget			
	Proposed Spend	Expected Payment	Prior Year Actual
		Month	Spend
Young Enterprise Scheme	£750.00	Sep-22	£0.00
PE Coach Hire	£2,000.00	Jul-22	£969.41
Total Items removed from Forecast	£2,750.00		£969.41

This is a list of the regular items the school usually asks for each year. We ran through the list with Jack to determine whether any items had changed or increased/decreased:



EDGBARROW SCHOOL PTA

Minutes of PTA AGM

Held on 26th September 2023

	<ul style="list-style-type: none"> • Significant cost change for minibus lease hire - £7000 from £5100. School is hoping to get a new bus. • 6th form cream tea stays at the same cost • Lower school celeb stays at the same cost • Year 7 author visit – yes at same cost • Y11 prom also a yes • The Edgbarrow incentive scheme will now be part of Edgbarrow Reward Scheme. The school is requesting £2500 for the Edgpoints reward system which they will match so pupils can spend Edgpoints in the school shop. <ul style="list-style-type: none"> • Tenfold increase in Edgpoints being given out now with the Class Charts system! School is hoping to add the Edg Shop to the class charts app. • Ella asked what is in the shop – pens, rulers, water bottles, lunch, fast passes, lunch with Stuart at the end of the year. • Aiming to ensure prizes are reasonable quality, usable items – the total £5000 kitty (half PTA and half Edgbarrow) will help to ensure that. • Y10 and Y11 weren't that interested in Edg Points before, but they are now because of the app! • Languages event – that was a one off so we can remove that • Painting & gardening – the gardening can go ahead again in the summer term but we won't do the painting • Keeping the hardship fund • Young enterprise can be removed until gets back up and running again • HOY Y10/Y11 rewards - £500 for this as we now can use the Edg Points. • PE Coach Hire – don't need that budget any longer. • Banana Breakfast – exam prep breakfast. GCSE students get flapjacks before going into exams. Freddos for Y13 when they go into exams – school is requesting £500. • Careers Evening Catering - £600. Food for stallholders and pizzas for student helpers. <p>No objections from the room to any of the above requests so all were approved.</p>	
5.	School wish list	
	<ul style="list-style-type: none"> • Modernize the library • Cabin for inclusion to use for counselling • Science toilets refurb • Food tech room refurb • General décor for Ks4 café • IT equipment for library, music, ICT, DT • Replacement laptops <p>The request to the PTA for the library is £10,763.09. School is asking for furniture – tables, shelving, sofa table, sofa seats, chairs.</p>	



EDGBARROW SCHOOL PTA

Minutes of PTA AGM

Held on 26th September 2023

	<p>Lisa asked whether we are applying for grants in parallel to fundraising. Ella said that there are drawbacks when we already have funds to do it.</p> <p>We decided to do a big fundraising “marketing” push for the library refurb.</p> <p>The £10k amount is the basic wishlist so Ella asked Andrea to send all of the wishlist items so that we can push to raise the full amount and refurb the library in one go.</p> <p>Charlotte – asked if we can we link the library refurb to the English group – perhaps produce a poetry book from pupils at the school and sell it at Christmas. Stuart said that we have tried things like that before – recipe book – but it didn’t pay off. However he said that we should get the English department involved.</p> <p>In terms of the furniture sourcing - one of the parents does it at cost for us.</p>	
6.	Thank you to Richard Love	
	<p>Ella took time to thank Richard, Vice Chair and ex PTA chair.</p> <p>Richard has been part of the PTA for seven years and his son has now left Edgbarrow so he needs to step down.</p> <p>Richard mentioned that he has had great fun working on the PTA and loved his time here.</p> <p>Ella handed Richard a gift from all of us.</p>	
7.	Election of the Committee	
	<p>Stuart explains that everyone steps down at the AGM and we re-elect them again.</p> <p>Ella stepped down from her role as Chair and Stuart asked if there were any nominations for Chairperson.</p> <p>Richard nominated Ella. Catherine Obeng seconded.</p> <p>Ella duly elected as Chair.</p> <p>Stuart handed back to Ella to manage the rest of the election.</p> <p>Richard stepped down as Vice Chair stating he genuinely highly recommended taken on the role. He explained that last year Richard and Ella thought that the transition to chair would make sense if he stepped back in 2022 to Vice Chair and be on hand to give advice to Ella. He indicated it is not a huge amount of work, especially when you can share responsibilities. No one stepped forward to take on this Vice Chair role.</p> <p>Ella suggested that if you have questions about Vice Chair and want to ask them outside of the AGM, just get in touch.</p> <p>Lisa stepped down as Treasurer. Ella nominated Lisa to stand again. Kady Claydon seconded.</p>	



EDGBARROW SCHOOL PTA

Minutes of PTA AGM

Held on 26th September 2023

	<p>Ella asked if anyone was interested in standing as Assistant Treasurer. No one stepped forward so this post remains open.</p> <p>Catherine stepped down as Secretary. Ella nominated Catherine. Lisa Kemp seconded.</p> <p>That concluded the Committee nominations:</p> <p>Ella Page – Chair Lisa Kemp – Treasurer Catherine Nottage - Secretary</p>	
8.	Events 2023/2024	
	<ul style="list-style-type: none"> - Bag2School Kady asked if we could make it clear next time that any big bag will do. It will run at half term. Ella mentioned previous ideas of getting a clothing bank but that it was agreed to continue with Bag2School as it brings a decent amount of funds to us. - Christmas Shopping Event – Thursday 23rd November (day before an inset day). An online form has been done and we will set up a PTA WhatsApp. If you'd like to be involved please let us know. <ul style="list-style-type: none"> - Alcohol licence will be required. - Raffle at 8pm. - School has spoken to Culinera – yes we have agreed hot dogs and pizza slices. They will sell it but we won't make money for it. - Scout group asked if they could do a BBQ but Stuart has gently pushed back. - School will hold Carol singing with Y7 and Y7/8 stalls. - Winter concert – not going ahead - Careers Fayre – takes place in March - School Production – Grease (note from this year's production – introduce some savoury foods for refreshments) 20/21/22 March - Do the Quiz Night in February – Malcolm will run it again – date suggested as Friday 2nd February – Richard will introduce Malcolm to Ella. - Race Night might happen a different time next year <p>Next PTA Meeting - Tuesday 7th November</p>	
9.	AOB	
	None	