**EDGBARROW SCHOOL PTA Meeting**

**Tuesday 10th November 2026**

**7pm via Zoom**

**Attendees**
Carole Barke (CB) – Chair of PTA
Theresa Spanswick (TS) – Treasurer
Jill Bleach (JB) – Secretary
Andrea Petri (AP) – Assistant Head at Edgbarrow School & Link to PTA
Jo Duce (JD) – Marketing
Teresa Gent (TG)
Ella Page (EP)
Jo Turner (JT)
Vaishnavi Shastri (VS)
Berkay

## 1. Chair Update (CB)

- **Attendance**

JB suggested that RSVPs were requested for PTA meetings. This gives an idea of the number of attendees and is a commitment to attend.

- **Co-opting Secretary**

Jill Bleach has agreed to take up the position of PTA Secretary. This is formally noted.

- **Air conditioning**
    - The school originally looking at temporary units. Because of the noises, these would need to be switched off during exams themselves. Now the school is looking to source units that can stay on during exams. These are not top of the range so the rooms will not be c.20 degrees, but they will make the heat manageable.
    - Proposal is to install in the main hall and in Special Resource Provision area. The cost is £17,500 for the units from Crystal Air.
    - If 3 quotes are collected then Crowthorne Education Trust could provide a grant for some of those costs.
    - Target date to install the units is ahead of the Summer Exams.

- **Meeting frequency**

Agreed to meet at the following times:

- Annual AGM in September
- PTA Meeting in November for Christmas Fayre Planning meeting
- PTA Meeting in February
- PTA Meeting in May

Ad hoc meetings can be arranged in between times if the need arises.

## 2. School update (AS)

- **Mocks and Ofsted**

Y13 had mocks before half term, Y11 doing theirs now along with Y10 for PER
Visit imminent from Ofsted by end of Jan, but hopefully before Christmas.

- **Teaching and Learning Framework**

Teaching and Learning Framework developed. This was previously shared with teachers. Decision taken to share this with students as well to make it a shared experience and encourage consistency. Children are finding lessons more efficient. A lot of training has gone into this to make it happen.

- **Student Panel**

Student panel meeting with Stuart took place where panel shared their Likes and Dislikes. A point that was raised was concerns about corridors in the Elsey building. SLT presence is in place to help the students feel more secure.

## 3. Treasurer update (TS)

- **Forecasted Spend**
    - About £2K in funds paid out for the 6th Form Cream Tea Celebration, the HOY Rewards and the Basketballs and Footballs.
    - Proposed spend is c. £21,500 plus £17,500 for the Air conditioning, totalling another c. £37K to be paid out.
    - After the Christmas Fayre, there is expected to be sufficient funds to cover the planned spend but there is no buffer for additional requests.
    - The Sponsored Walk raised c. £14, 000 which is £2K less than last year. TS request AP arrange another push for funds owed to be returned to the school.
    - Second hand uniform sales total £178 and are up on last year. TG has an organised approach to the stock and is able to respond to the request to the emails to the Second-Hand Uniform mailbox.
    - The Prom Dress evening raised £455 but this will be increased to £910 with the fund matching from JB's company. The event was discussed. It was a nice evening but a lot of work for the money raised – CB calculated 35-40 hours effort. About 14 of 70 dresses were sold. The timing of the event was discussed i.e. whether it could run later in the year. CB was told that new Prom Dresses need to be purchased in the October half term in readiness for a June Prom. CB has issued follow up email to advertise the more popular dresses but there has been no response from that.

## 4. Christmas Fayre (CB)

- **Raffle**

Raffle had made about £1400 by end of 9 Nov. The latest email has prompted further sales. CB encouraged people to send onto friends and family as a number of the prizes are not location specific. JD will continue to push on the socials. CB is trying to strike a balance between reminding people and sending too many emails.
EP flagged that the 2 x £100 vouchers were from Buyingstation (not Novo K as per the logo on the slide). It was agreed that this would be corrected. Last year about £400 of tickets were sold on the night of the Fayre.

- **Christmas Trees**

Last year about 32 trees were sold. This year there has been about 14-15 so far for £586. There is a narrow profit margin on the trees so the focus is on the Raffle tickets.

- **External Stallholders**

There is a spread of stallholders – with jewellery, dog-related items, food, craft and arts. A few that have visited the fayre before and a few new ones as well. Only the Photography stallholder needs access to a wall.

- **PTA-run Stalls**
    - Donations have been requested for the stalls, and there has been a quantity delivered already (in first 2 days). CB will collect those (including donations in the blue second-hand uniform bin). CB will review what has been donated before confirming the number of stalls.
    - **Sweet stall** – TS has purchased the sweets, and checked the guidance around sharing the ingredient list. If they are laid out as a pic and mix, the ingredients need to be presented with each of the buckets of sweets. If they are sold in pots as we are planning to do, then each pot needs to be labelled accordingly.
        - A number of pots will be created ahead of time, but more can be made on the night if they prove popular. Vegan/Halal sweets are also on offer and will be promoted to raise awareness.
        - TS will double-check that the non-vegan sweets only contain beef products (gelatin) and not pork, in readiness for being asked about it on the night.
        - Stall will be supported by TS and 2 of her children.
    - **Refreshments** – this has been assigned to Annabel and JD
    - **Second-hand uniform** – discussed locating in the business room. This needs to be well signposted. TG will need support to move the stock into the room ahead of the sale. Agreed that this could be remove the following day, rather than the same evening.
    - **Further volunteers**
        - EP suggested contacting the Head of 6th Form to ask for volunteers to get the rooms ready. This should be sent by the end of this week to give 2 weeks to arrange volunteers
        - Tony and Andy available to support as is Jack with the set up
    - **Music**
        - Year 7 will start the evening with the students singing. This requires access to the piano under the screen in the main atrium. CB, AP and Jack Andrews (JA) to meet to consider layout options consider stallholders and fire exits.
        - There will be a brass band for the second half of the evening. They will locate upstairs for visibility and to give them more space.

- **Set up**
    - Usually, access is granted to the 6th Form Unit at 4pm ready for a start time of 5:30pm. External stallholders will need at least an hour to set up. It would be ideal to get in from 3:30pm but the cleaners also need time to clear the rooms.
    - The main hall is used for the Y7 and Y8 stalls, and then all other stalls are in the 6th form unit.
    - CB is waiting for confirmation from Tutors in Y7 and Y8 to confirm number of stalls and floats required. Responses requested by 6 Nov, so CB to send follow on emails and cc AP who can also follow this up.
    - Christmas tree for atrium reception – EP to check if her husband can arrange it or whether this should be allocated to someone else.

- **Layouts**
    - CB to create layouts for the volunteers to reference to aid setting up at speed.
    - CB also suggested circulating to children and parents ahead of time so they can be view on their phones. May generate interests ahead of the event, especially the second-hand uniform stall. Some will be printed and available on the night as well.

## 5. Calendar of events

- **Quiz night** on 26 February in the Atrium
- **Careers Fayre** – 11 March. Michelle has taken this over from Jo Turner
- **School Production** dates to be confirmed.
- Other ideas were encouraged, and volunteers to organise those events e.g. Bingo, Paint and Sip.

## 6. AOB

There was no other business.

## 7. Date of next meeting

The next meeting will be Tuesday 23rd February at 7pm.

**Meeting Closed.**