



EDGBARROW SCHOOL PTA

Minutes of PTA Meeting

Held on 1st November 2016

1.	Attendance	ACTION
	<p>Attendees: Andrew Johnson Nicky Simmonds Louise Fletcher Sandy Kent Anny Warren</p> <p>Apologies: Donna Cooper Reaoot Philpot Yvonne Bird</p>	
2.	Roles	
	Chair – Andrew Johnson Vice Chair – To be filled – Andrew to contact possible volunteer Secretary – Nicky Simmonds Treasurer – Julia Smith Marketing – To be filled – Andrew to contact possible volunteer Christmas Shopping Evening – Anny Warren (stall organisation) Careers Fayre – Nicky Simmonds Quiz – Malcolm & Dawn May Sponsored Walk – School with treasury help by Julia Smith Refreshments – Chris & Bobbie-Jo Robson Second Hand Uniform – Sally Capaldi Just Giving – School with treasury help by Julia Smith Painting & Decorating – School organises – PTA organises refreshments Bags to School – Sandy Kent Rugby Tickets – PTA general Easy Fundraising – PTA general – advertising required Year 7 Disco- PTA general May Fair – PTA general Crowthorne Carnival – PTA general	AJ
3.	Forthcoming Events	
	Year 7 Disco – Andrew to contact Reaoot Philpot	AJ
4.	School Donation Request	
	The school requested an additional donation of £200 towards the cost of 'Evening of Celebration' Forms to be completed & submitted. Agreed.	LF JS



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5.	Shopping Evening – Thursday 1st December 6.30pm – 9.00pm	
	<p>Stalls Anny advised that following on from last year it was agreed to be able to open additional areas/rooms to enable more stalls</p> <p>Bookings so far have raised £805, with a possible further £120 to be raised if the remaining 9 tables are sold</p> <p>Some requests are being turned away due to duplicate stalls</p> <p>The costs are £20 for single, £25 for a double and £30 for a triple</p> <p>There will also be a second hand uniform stall at the event</p> <p>Programme Anny will create the stall list & layout plan Nicky will create the front & back cover The school will print the finished A4 colour article</p> <p>Raffle Tickets Sandy has ordered the tickets with promotor amendments etc. The cost will be £1 each ticket (book = £5) 10,000 tickets have been ordered (2000 books of 5 tickets in each book) 2 books will be given to each child The raffle is drawn 3 times throughout the evening Louise will organise the PA system</p> <p>Licences Andrew will establish what licences are required and organise</p> <p>Request Letters Sandy has sent out letters to companies requesting raffle prizes</p> <p>General letter to be sent out via parent mail requesting mince pies and tombola prizes etc. to be brought into reception. Sandy will collect and store any donations.</p> <p>Entrance Fee £2.00 for adults – children free Signage or person to cover the business studies door Nicky to arrange signs & liaise with Sue Peacock for A boards</p> <p>Year 7 & 8 Stalls PTA to purchase prizes for stalls – Anny will organise</p> <p>Marketing Christmas Fayre Email - Nicky to update and send to school for distribution to parents</p>	<p>AW NS LF</p> <p>LW</p> <p>AJ</p> <p>NS / SK LF</p> <p>NS</p> <p>AW</p> <p>NS</p> <p>NS</p>



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	<p>Banners – Lucy Stockwell will update the four banners with new date & will hang two outside the school. Last year one banner went up on Dive Shop roundabout, Nicky to contact Guy as it is believed he arranged this last year. A place is required for one further banner – Julia to investigate.</p> <p>Float Julia to organise floats Sandy to ask Reaoot about the money belts Julia will arrange Caretakers costs Pizza’s for the helpers to be ordered from Dominos and delivered at 5.15 – Julia to organise</p> <p>Christmas Tree Sandy has received contact from Bracknell Forest advising they are happy to donate a deliver a Christmas Tree, as they did last year, if the school can provide community helpers Louise to contact Bracknell Forest to arrange and she will also try to find the tree decorations</p> <p>Refreshments Andrew to contact Chris & Bobbie-Jo Robson to confirm if they are happy to run and arrange helpers Refreshments to include mulled wine, mince pies, hot drinks, crisps & chocolates.</p> <p>Helpers General adult helpers to arrive approx. 4pm to help set up if possible</p> <p>6th form helpers – the school organises – to stay straight from school Door – 2 helpers for 1st & 2nd hour and 1 helper for the last hour Tombola – 3 helpers per hour Refreshments – Chris & Bobbie-Jo to organise Uniform – Sally to organise Raffle – 3 helpers per hour</p>	<p>LS JS</p> <p>JS SK JS</p> <p>JS</p> <p>LF</p> <p>AJ</p> <p>School AJ AJ Chris Sally AJ</p>
6.	Date of Next Meeting	
	Tuesday 17 th January 2017 – 7pm	