



Elmbridge Primary School PTA Meeting - Minutes

12/10/23 – 3.10pm

Attending -

Beccy Smith (Chair)
Gemma Standen (Treasurer)
Tracy Creswell (Secretary)
Hayley Tocknell
Andrea Nelson
Liz Goldberg
Christina White
Di Howard
Mrs. Ladino

Apologies -

Emma Smith
Jessica Carter
Ashleigh Ovens
Sam Watson
Aimee Evans
Clare Jenkins
Alex Wright

Welcome

I'd like to welcome everyone back after the summer holidays to the first PTA meeting of 2023-2024. Also welcome to the new attendees to today's meeting. This is the first face to face meeting we've had since covid so it's lovely to see everyone in person. I hope this year will be a great success in raising lots of money for the children at school.

Finance - Gemma Standen

Current amount in the bank account is £16045.92. There are no outstanding payments or invoices from 2022-2023 so we are starting this year on a clean slate.

Bids

The Bid process was explained for the benefit of new members. Staff must complete a bid form with details of items requested, cost, details of the benefits that are hoped to be achieved and how the benefits will be evaluated. All bids must be signed off by the Headmaster before submission to the PTA. Who will then discuss and can either agree, refuse, or query the request. A quorum of 5 must be reached for a vote to be passed as there are currently 8 committee members on the PTA.

Bid 1

To have a mural artist come to school and paint the YR 3/4 and YR 5/6 stairwells (incl YR3/4 cloakroom wall if possible)

Cost - £2000 including labor and materials.

Idea originally from children themselves, Bid submitted by Mrs. Slack.

All agreed that the proposed areas were indeed in need of an update but some concern around the amount requested. Vicky H-S advised that the art and design students at Gloucestershire college where she works sometimes take part in community engagement projects as part of their studies. She will discuss with Head

of Arts whether this is something they could help with. Request for someone to contact Mrs. Slack to request details of mural artist.

Result – BID Queried

Bid 2

Wet play items for whole school

Cost - £382.45

Wet play items were originally requested via an Amazon Wishlist, but purchases have been sparse. Items are urgently needed so now requested via bid process. Liz G suggested approaching parents for preloved games/items via posts in the PTA & Parents Information Facebook pages. Agreed this was a good idea but could take some time to get items for all year groups. It was suggested to agree the bid and hand over admin of the Wishlist to school staff as they can add items as and when they need them and advertise directly to parents.

Facebook post to be created to request preloved items. Beccy S to work with school on handover of Wishlist admin.

Result – Bid agreed (6 votes)

Tea with the Team

Date – Wed 20th September

Time - 3.15 – 4pm

Where - Infant and Junior halls

Set up from 2pm (Switch urns on)

PTA to serve hot drinks across the two sites. No cost but any donations will be gratefully received.

Volunteers needed for both sites. Vicky and Christina can help at infant event. Still need Junior volunteers.

All agreed that volunteers can speak to teachers if the serve station is always manned.

New Starters Packs

These will be handed out on Thursday 28th and Friday 29th September at morning drop off.

Pack consists of

Teabags supplied by Applebys Estate agents.

Coffee sachet supplied by PTA.

Bags supplied by Jess Carter.

Biscuits supplied by The Edward Hotel.

Tissues supplied by Aldi Hucclecote.

Poem created by Bex Wright.

Information leaflet about the PTA.

Sign Up Sheet.

Emma W has offered to help distribute to parents on both days.

Other Volunteers required need to be in the Reception playground between 8.30-9am.

Christmas Cards

Forms for children to draw designs on will be handed to the teacher's week commencing 25th September.

Children will complete their designs during an art class at school. Forms will then be sent to My Child's Art

who will create a digital design and provide a code for PTA/School to share with parents who can then use code via My Child's Art website to view products and order directly. Need to get designs sent back to My Child's Art ASAP to maximize time available for parents to purchase.

Volunteer needed to write name, class, and school details on forms.

Tombola Donations

Non uniform day will be held on Fri 27th October for donations of tombola items. List of suggested items per year group to be sent to parents.

Volunteer required Thursday afternoon to put boxes by each classroom door. Volunteers also required on Friday to collect boxes and date check and sort items received. Beccy S to speak to Di H about the YR 6 students helping.

A WhatsApp message will be put out on volunteer group for volunteers closer to the time.

Rags 2 Riches

Next collection is Friday 13th October.

Need to create advertising to share on Facebook/WhatsApp groups and distribute donation bags.

Volunteers required in the morning to collate bags received.

A WhatsApp message will be put out on volunteer group for volunteers closer to the time.

Fireworks

Date – Thursday 9th November 5.30pm – 7pm

Cadets – Beccy S has contacted Cadets regarding helping with marshalling duties.

BBQ – Martin R and Aaron K have advised they are happy to run the BBQ again. Due to issues last year with small amount of under cooked meat it has been decided to precook food in the oven and finish on the BBQ. Di H advised that BBQ stall could benefit from more people serving. To get a general idea of numbers a vegetarians will be attending a tick box option will be added to the ticket order form.

Meat – Di H to contact butcher who provided meat last year. Reduce burger and sausage size to enable quicker and easier cooking. A meat thermometer will be purchased to check the meat is cooked.

Quiet room – a quiet space will be available again this year. Prebooking will be required, and a teacher is to remain in room for duration of event.

Rolls – Beccy S to email Warburton's to request donation of rolls. Di H suggested contacting Gloucester Gateway Trust and will find a contact for PTA.

Neighbours Letters – Letters to be delivered to all houses surrounding the school on Windfall Way, Elmbridge Road, and Sisson Road. Also, a notice will be posted to Longlevens noticeboard on Facebook to inform the wider area.

Volunteers – volunteers will be required for entrance, glow items, café, marshalls and carpark. PTA members to share volunteer request post on class WhatsApp groups.

Risk Assessment – Check current risk assessment. Updates will be required for Meat – thermometer to be purchased, Quiet room - teacher to always remain in room, firework set up – Fireworks to be moved further back away from spectator area.

Car Park – Decided to run again this year. A new car park sign will be required.

Fire extinguisher – Beccy S advised that 2 extinguishers will be available. One outside Well-being cabin and one outside the Polytunnel.

Portaloos – Beccy S to contact Aaron R at AJ Build regarding Portaloo hire.

Ticket prices – It was decided to hold ticket prices but monitor other firework event ticket prices to make sure we are comparable.

Fireworks – No cost increases this year. Price remains at £1700. New fireworks will be incorporated into the show.

Safety at the end of Event – Karolina E is happy to volunteer to man pedestrian crossing at the end of event.

Raffle tickets

Christmas raffle tickets to be distributed 7th November. Draw will take place Monday 27th November. PTA will provide £50 cash prize. Beccy S to order envelopes, Gemma S to check number of raffle tickets ordered and whether any discounts are available.

Raffle Prizes

We need to start requesting raffle prizes for Christmas raffle. E-mails, letters, and face to face requests. PTA asked to speak to anyone they feel maybe able to support us with a donation.

Christmas Fayre

Date – Saturday 25th November. 12-3pm

Decided to discuss the fayre in a separate meeting.

Santa – if anyone has a relative/friend who would be willing to play Santa please speak to Beccy S.

Wrapping books

Moved to next meeting.

Uniform Sale

Should hold one every half term. PTA to look at dates available. Decided to reduce price of branded jumpers & cardigans to £2.

AOB

Ticket sale method

Possibility to make outside school sales easier by using Eventbrite for people to order and pay and receive tickets via email. Beccy S advised if anyone has the time to review Eventbrite system for info regarding costs etc please look and come back to the PTA.

Meeting ended at 5.10pm

Date and Time of next meeting

Thursday 21st September 2023 7.30pm via Zoom. This meeting will be to discuss the Fireworks Night.

Join Zoom Meeting <https://us02web.zoom.us/j/89977130052?pwd=YjE1NUpYb0ZtUnFFVjk5T0pnNU5Ddz09>

Meeting ID: 899 7713 0052

Passcode: 013175

******NOTE******

The PTA are always looking for new members that would like to pitch in and help at events or attend meetings to discuss new ideas and upcoming events.

Without your help these events would not take place and valuable funds would not be raised to help further our children's education.

If you would like to get involved or know more about what the PTA do, please contact elmbridgeprimaryschool@yahoo.co.uk alternatively speak to Beccy Smith, Gemma Standen or Tracy Cresswell.