

The Emscote and All Saints' PTA
Welcome meeting on Monday 23rd September 2019 at 7.30pm
At Emscote Infant School

Minutes

1. Apologies, introduction and welcome to new parents
Paula Williams, Charlotte Fawbert, Sarah Holcroft, Emma Tracey, Adele Lowe, Alice Jones and Tom Ives.
2. Quick review of minutes from previous meeting and any outstanding matters.
 - a. Nothing outstanding to be discussed.
3. Treasurer's notes – update on final result from summer events (if known or possibly leave to AGM)
 - a. Best year to date – just over £11k.
 - b. Emscote £6k – Spent £5k, All saints £5k – spent £5k
 - c. End August - £4.5k Emscote and £3k All Saints (buffer £1.5k in each)
 - d. Discussed usual spending e.g class money, school trips, Christmas etc.
4. Spending/fundraising targets for 2018/19 and confirm usual expenditure
 - a. Need to know from Schools what they want money for, to be discussed at AGM.
 - b. All Saints – outstanding, football kit – still needed?
 - c. Aim is to sustain £10-11k per annum
 - d. Ks to speak to Steph before AGM
5. Agree fundraising timetable and events for the year
 - a. Discussed Readathon and Emscote reading competition and doing them together as one event
 - b. 100 Club – discussed selling at parents evening. Jen to sell at Tuesday evening parents evening.
 - c. Family Afternoon:
 - i. Ask not to have the club in the hall
 - ii. Speak to Mrs Fawbert about the logistics
 - iii. Team to organise event

6. New Parents' Afternoon – Friday 25 October 2018:
 - a. Volunteers: Jen, Tanya. KS will send email for more volunteers.
 - b. Cake Sale – reception parents to be asked to bring some in.
 - c. Individual raffle - Saxon Mill – meal for 2 with Wine.
 - d. 100 Club

7. Fireworks event at All Saints – Thursday 7 November 2019
 - a. Newsletter advertises the event and sends out the form – Hannah and Heidi to collate the orders and distribute the tickets and do the spreadsheet for the door. (Co ordinate with Beth Warnock).
 - b. Newsletter comes out 1st week of October – Helen to lead
 - c. Volunteers to lead the event – Debbie Cossins, Kristine and need one more volunteer to be a lead steward.
 - d. KS is happy to do the paperwork and will say one more volunteer will be added.
 - e. 500 tickets, always sell out - £4 adults, £2 children.
 - f. Glow Sticks need ordering.
 - g. Toffee and Chocolate Apples – Helen to ask Tesco to donate apples. And will make Toffee. Ali cole and Beth did last year.
 - h. Alcohol License – volunteer to arrange.
 - i. Need 12 Stewards, torches, whistles and Florescent bibs: Mrs Uppal to ask at AS and need to talk to Emscote.
 - j. Ambulance – team to arrange once set up.
 - k. Leaflet drop to local resident during half term
 - l. Volunteers for the night: Sarah Holcroft, will need lots more.

8. Discussion regarding committee positions ahead of AGM
 - a. KS again confirmed that she will be standing down at the AGM therefore a new chair is required.
 - b. 3 Official positions: Chair, Treasurer and Secretary
 - c. Discussed the idea of several people taking on numerous responsibilities. Lots of discussion about nominating class representatives so that the new chair has a team of people to go to when volunteers

needed. The class reps would take on responsibility for individual parts of events.

- d. Raffle secretary – Adele Lowe, Tom Ives?
- e. Sub Treasurer
- f. Event organisers
- g. Newsletter Secretary – Helen Rose
- h. 100 Club – Jen Brewer
- i. Fayres
- j. Artwork team
- k. Disco team

9. AOB:

- a. Raffle - £5 books, National Grid: Speak to Joseph O'Donohue about doing the tickets again for £400
- b. Whatsapp Group / Facebook group – would be easier – KS to ask DC about setting it up. Tom Ives may be able to help with setting this up if they are happy for us to go ahead.
- c. Grandparents Afternoon tea – 100 Club
- d. Class reps – KS to talk to suggest with heads
- e. Naturally Kids – Mark to follow up, Heidi to get Flyers.
- f. Wreath making workshop – Mark to ask his florist friends. £20 entrance fee discussed.

10. Date of next meeting – Monday 7th October 2019 - Emscote (AGM)