

Emmanuel Holcombe C.E Primary School

PTA Meeting Minutes

Friday 7th March 2025, 2.30pm

1. **Present:** Nikki Frith (Chair), Louise Goodwill, Jo Venn, Mark Sekree, Julie Moppett, Amy Longstaff, Emma Crossley, Jane Bowler, Anna Sekree, Lucy Holland (Secretary)
2. **Apologies:** Emma Di-Nardo, Helen Molyneux

Action	Owner	Deadline	Update
Compare money raised at school disco when parents / carers stay vs drop off	MS	07.03.2025	Stock would normally be around £300 but able to use up surplus. Earlier start helped get the younger families here. Raffle was successful.
Create spreadsheet of events with total raised for each	MS	07.03.2025	Pick up next time. Each stall to try and capture how much they are raising.
Create list of questions for parents / carers re engaging with PTA and events	NF	31.01.2025	Agree questions via Whatsapp School to circulate Pick this up later.
Fundraising QR code to be displayed outside school	HH	07.03.2025	This has been installed and wish list. Donations are coming in from Richard Youngman's contact.
Find out more about the Made in Bury weekly £2k draw	LG	07.03.2025	We are already signed up but contact name needs changing to Mark.
Bring Sum Up machine to family assembly on 31.01.2025	NF	31.01.2025	Done – now got 2. Order another £20 machine for the bar.
Provide school with all information required for launching the 25 activities to raise £25	EC	27.01.2025	Done – final deadline within 14 th March.
Call out for families to donate unwanted Christmas presents for music week raffle	AL / JM	ASAP	No current raffle prizes. Can the PTA send a letter out?
Bring Sum Up machine and float(?) to end of week performance	NF / LG	14.02.2025 (2pm)	
Organise February disco	NF	03.02.2025	Done
Sign up for a job on the night	PTA / Staff		

3. PTA balance and commitments

Current bank balance - £5,544 plus around £400 cash in the safe. Louise offered to pay the cash into the bank.

Commitments to pay: £100 per month for grounds maintenance. School office are invoicing on a monthly basis. Possible upcoming request for £1-2k for forest school outdoor shelter but this will be confirmed after the forest school accreditation visit.

Leavers hoodies: PTA didn't pay for them last year but did fund a leaving gift. Following a discussion, a vote was taken and it was decided that going forward the hoodies will be funded but we will also set Year 6 a challenge of raising the money themselves. Could have a stall at the spring fair. The PTA will fund the remainder themselves. Louise will organise the hoodies. PTA will fund the commemorative plaques.

4. Review of fundraising events so far

4a) **February half term disco:** lots of money raised on the night. The early start time meant that younger families were able to attend

4b) **The 100 Club:** this is announced at each family assembly. There are some numbers left. £100 at Christmas and £20 per month.

4a) **25 activities to raise £25 at home:** money is coming in for this. Send a text reminder for people to transfer any donations by 14th March so that we can announce total raised at the next family assembly.

5. Fundraising ideas:

5a) **Fill a smartie tube with 20ps to raise £25:** Louise has got 60 tubes of smarties so far. Waiting to hear back from Tesco.

5b) **Next event: April disco** on Friday 3rd April, 5.30-7pm April school disco on. Nikki will do events licence. Alcohol free drinks needed. Organise over Whatsapp group.

5c) **Spring Fair on 17th May** – Spring Fair planning meeting on 25th April 2025 at 2.30pm. Nikki, Emma and Jo are not available for the Spring Fair.

5d) **Awards for All grant application** -Lucy has been working on a funding application which Mrs Longstaff will submit before end of March

6. A.O.B: PTA announcement at each family assembly – current bank balance and activity **Text to go out to parents for 25 fundraiser and raffle prizes**

Date of next meeting: 25th April 2025 at 2.30pm

Action	Owner	Deadline	Update
Create spreadsheet of events with total raised for each	MS	25.04.2025	Each stall to try and capture how much they are raising.
Create list of questions for parents / carers re engaging with PTA and events	NF	25.04.2025	Agree questions via Whatsapp School to circulate
Order a £20 sum up machine	MS	28.03.2025	

Call out for families to donate raffle prizes for next disco	AL / JM	ASAP	
Organise April disco	NF	31.03.2025	
Sign up for a job on the night	PTA / Staff		