

Emmanuel Holcombe C.E Primary School

PTA Meeting Minutes - Annual General Meeting (AGM)

Tuesday 10th November 2020 at 7.00pm ZOOM MEETING

1. Attendance

Catherine Bennett (headteacher), Catherine Thew (Chair), Thekla Sotiriou (Vice Chair), Jill Farnworth (Treasurer), Sally Goulding (Secretary and minute taker today), Jane Bowler (Deputy Secretary), Alex Buchan, Yasmin Boodhun, Louise Goodwill, Helen Molyneux, Gemma Lievesley, Diane Hughes

2. Apologies

Nikki Frith, Mrs Thomond, Hayley Brewer

3. Minutes of the last meeting

Agreed as accurate

4. Treasurers Update

Bank balance is approx £21,000.

Jill is looking at switching the bank account to somewhere more accessible. She has found one provider offering £1250 to switch to them. Looking at internet banking for ease. Re-discussed the necessity to reorganise the money records to begin from September in the school year rather than November as they are currently.

5. Discussed events and actions

NOMINATION OF COMMITTEE MEMBERS

Chair - Leader of PTA meetings and final decision maker

Currently Catherine Thew

Remains in position

Nominated by Jane Bowler

Seconded by Gemma Lievesley

Vice Chair - Support to the chair and seconded in their absence
Currently Thekla Sotiriou
Remains in position
Nominated by Gemma Lievesley
Seconded by Catherine Thew

Treasurer - Handles all PTA money and checks online payments.
Provides floats for school events
Currently Jill Farnworth
Remains in position
Nominated by Thekla Sotiriou
Seconded by Alex Buchan

Secretary VACANCY - Minutes all PTA meetings. Produces letters for PTA events.
Currently Sally Goulding
Remains in position while meetings remain online
Nominated by Jill Farnworth
Seconded by Helen Molyneux

Deputy secretary - Provides additional minuting of meetings in Secretary's absence
Currently Jane Bowler
Remains in position
Nominated by Thekla Sotiriou
Seconded by Sally Goulding

The PTA wish to express thanks and appreciation to all the committee members.

Constitution

Read by Chair Catherine Thew

Other Diary events and actions

100 Club

Helen Molyneux is dealing with this. Forms are still being returned from parents. Currently have an uptake of approx 60 people which will generate a profit of £350 after prizes. Any further numbers sold will now be pure profit. Going to continue pushing the sale of numbers as much as possible before the first draw. Jane Bowler has offered to sell some more and Helen Molyneux will send a text via school to all parents.

ACTION - Jane Bowler to sell some more tickets

ACTION - Helen Molyneux to send text via school to all parents

Christmas Cards

Catherine Thew is dealing with designs. £155 profit has been raised from sales.

ACTION - Catherine Thew to organise printing and delivery of cards to school

Easy Fundraising / Amazon Smile

These have both been promoted to parents on Facebook in the PTA group.

PTA promotion video

Huge thanks goes to Yasmin Boodhun for arranging Rob Vale from Illuminos to create an incredible promotional video for the PTA. The youtube link to this has been shared with everyone via the PTA Facebook page.

Smartie Tubes - EVENT MOVED TO NEW YEAR 2021

PTA to send a smart tube home with each child along with a request to return them to school full of 20p's. No objections raised so far from parents.

Jane Bowler has requested a donation from local supermarkets and has received 50 *large* (oversized) tubes from Tesco in error but these will be kept and used for prizes

ACTION - PTA to purchase all the smaller Smartie tubes

Autumn Pumpkin Carving Competition

43 entries received for this generating £86.00. Jane Bowler has bought the prizes. Catherine Bennett to arrange judging of the photos this week. This has been delayed due to Beech class isolation and a shortage of staff.

ACTION - Catherine Bennett to arrange judging of the photos

Bag2School

The donation of clothing etc for Bag2School is confirmed as raising £135.00 for the PTA

Non-Uniform

The non-uniform day held on 23rd October raised £92.25. The money raised from this will be put towards PTA funds to purchase goods to make up hampers for the Christmas raffle.

PRE-Lockdown (#1) Uniform Sales

This raised £31.50, a cheque has been found and will be banked.

Christmas Raffle

Tickets have gone home with children in books of 5. Each ticket is worth £5 (£25 worth sent home with each child).

Alex Buchan, Louise Goodwill & Diane Hughes are arranging prizes.

Louise Goodwill and Diane Hughes are arranging the hampers.

Catherine Thew has collected some donated prizes from local companies.

Jill Farnworth has offered to ask Mala Indian for a voucher and can also donate a voucher for a Segway experience. These two prizes will be held back for an Easter raffle next year.

The raffle will be done as a Facebook live draw by Catherine Bennett on 27th November 2020 at 7.00pm.

The giving out of raffle prizes may be delayed due to lockdown (#2).

ACTION - Catherine Thew speak to Elaine Album re: the printing of more tickets

ACTION - Alex Buchan, Louise Goodwill & Diane Hughes are arranging prizes.

ACTION - Jill Farnworth to speak to Mala Indian about donating a voucher

Christmas Eve Boxes - CANCELLED

After much discussion about the cost and content of these, it was decided that they wouldn't generate enough profit for the work involved and have therefore been cancelled.

Recycled ink cartridges

Diane Hughes is going to see if this is something we could do to raise money.

Decorated Christmas Tree / Window / House / Bauble / Decoration Competition -

An idea to encourage festive cheer for the children in the absence of a fair.

Children can post photos to the PTA Facebook page, or email them to school, of their decorated Christmas Tree / window / house / bauble / decoration.

Chocolate coins / similar for every child who enters a photo and 1 winner per year group - picked at random by the teacher from all the entries.

DEADLINE Wednesday 16th December - WINNERS ANNOUNCED & PRIZES GIVEN Thursday 17th December

OTHER FESTIVE IDEAS DISCUSSED FOR CHILDREN TO DO:-

Post a photo of:-

- a) Special Christmas window display
- b) Special bauble
- c) Special Christmas display in the home

Take part in:-

- d) Special Christmas route locally
- e) Local Christmas tree hunt
- f) Organised route around the local shops - focusing on Bridge Street, Ramsbottom, for the children to spot certain items in the windows. This would be for a set period of time (as shops may wish to change their Christmas window displays).

Children who wish to enter could pay £2 or £5 per family (siblings in school) for a trail sheet. Children who complete the trail can receive a small token gift (e.g. sweets).

ACTION - Diane Hughes will arrange f) and speak to local shops about putting something in the window for the children to spot on the trail.

ACTION - Sally Goulding to send out a letter at the end of November for the Decorated Christmas Tree / Window / House / Bauble / Decoration Competition

Parents Night Out - FOR FURTHER DISCUSSION IN THE NEW YEAR

Parents pay for the supervision of their children after school. Similar to peelers but supervised by parents. Games, craft or movie activities could be considered. This idea was raised during the last meeting but still needs further discussion regarding complications that would arise from the current restrictions and also the possibility of parents needing a DBS check first or to hold one already.

Children's Art Gallery - FOR FURTHER DISCUSSION IN THE NEW YEAR

Children produce paintings or drawings of family members for example or another subject matter. These could be framed, exhibited via seesaw and possibly offered for sale.

6. Requests for funding

Catherine Bennett has asked the PTA for approx £160. This is to buy a book for every child (as was done last year). This will be a special present from Santa as he's not allowed to visit the school this year. The PTA agreed.

7. AOB

None

8. Date of next meeting

7.00pm Tuesday 12th January 2021 via Zoom
Invite will be sent out nearer the time

9. Dates for your diary

Date	Time	Event	Where
Winner announced November TBC	During October half term	Pumpkin Carving Competition	Facebook & email
1st draw end of November	TBC	100 Club	In School - parents will be informed of the winner
27th November 2020	7.00pm	Christmas Raffle	Tickets sent home. Raffle drawn on Facebook
Winners and prizes 17th December	Deadline 16th December	Post photos of tree / window / house / bauble / decoration	Photos on Facebook & email. Winners & prizes in school
December	TBA	Local Christmas Trail	Ramsbottom
January	In the New Year	Smartie Tubes	Sent home to fill & return
		PTA Meetings to be second Tuesday of every half term	
		Last Thursday of every half term cake stall	Not currently held

* PTA Meetings are the second Tuesday of every new half term (school calendar permitting)