

Emmanuel Holcombe C.E Primary School

PTA Meeting Minutes

Tuesday 6th October 2020 at 7.00pm - ZOOM MEETING

1. Attendance

Catherine Thew (Chair), Sally Goulding (Secretary & minute taker), Gemma Lievesley, Jane Bowler (Deputy Secretary), Alex Buchan, Helen Molyneux, Yasmin Boodhun

2. Apologies

Mrs Bennett (Headmistress), Jill Farnworth (Treasurer), Louise Goodwill, Nikki Frith, Hayley Brewer

3. Minutes of the last meeting

Agreed as accurate

4. Treasurers Update

Unable to get a true record at present. The last known amount was £15,000 in funds, £10,000 of which is lottery funding. Sponsored walk during lockdown raised £1022.60. Bag2school raised £135 with 420kg of donated clothing.

5. Diary events and actions

100 Club

Helen Molyneux is dealing with this. Contact will be made soon with parents regarding potential refund / donation of last years payments to the PTA fund. Also inviting new members.

Christmas Cards

These cards are now in school and the children will be creating them during the next couple of weeks. Order forms will be going home soon to be returned to school. Catherine Thew is dealing with designs. Designs to be back at the printers by 2nd November.

Easy Fundraising

Need to inform all parents of this as a fundraiser when doing online shopping.

ACTION - Ask Emma Crossley to put a post on Facebook promoting this to parents.

PTA promotion video

As we are unable to hold the welcome walk due to Covid-19 it's necessary to find an alternative to advertise, invite and encourage new parents to play an active role in the PTA.

A small promotional video was made by the PTA in the summer to send to new parents before they started at the school explaining the roles within the PTA and what the PTA does as a whole.

Also, Mrs Clough did a video showcasing the new outdoor area but it was felt not enough emphasis was placed on the need for fund raising to make this happen.

It was discussed that we could perhaps use these videos along with photos of past events and fundraising efforts, combined with reasons why we need the PTA, what we have lost through Covid-19 restrictions and what the PTA has funded within the school so far - for example the outdoor area and laptops for the children.

It's essential we get the message across to parents, especially new parents, the value and importance the PTA has within the school, the role it plays in fundraising for our children and the necessity for new parents to join and support the core organisers in order for the PTA to continue into the future and provide the school with the extra funds when it needs them.

Yasmin Boodhun offered to speak to parent Rob Vale who might be able to help with a more professional promotional video.

ACTION - Yasmin Boodhun to speak to Rob Vale regarding video help

ACTION - Speak to Mrs Bennett about photos from fundraising events in the past that can be used.

ACTION - Sally Goulding to create a letter for parents explaining similar information. Specifically drawing attention to past events lost and how they need to be replaced to raise similar funds. Requesting support with upcoming events and fundraising / donations.

Smartie Tubes

PTA to purchase smartie tubes to send home with each child along with a request to return them to school full of 20p's.

ACTION - Jane Bowler to approach Morrisons to try and acquire tubes for free or a discount. If not successful then PTA to fund the purchase of tubes for children.

ACTION - Sally Goulding to do a pdf letter sent over email explaining the fundraising to parents and offering them the option to not participate by contacting school.

Autumn Pumpkin Carving Competition

Children are invited to pay £2 to submit their entry in the competition.

Children can carve anything they like into a pumpkin. Younger children or anyone who doesn't want to carve a pumpkin can decorate one with craft or draw / paint / collage one onto paper. This can be done over the half term.

The parents then take a photo of the entry (with the child?) and post it to the PTA Facebook page throughout half term. These can all be collated, Catherine Thew offered to do this. They could be numbered and parents choose their favourite via Facebook (not allowed to choose their own child) or the teachers decide which is the most original design.

Those not on Facebook can email their entry to school.

One Prize for Key Stage 1 and one prize for Key Stage 2 yet to be decided. (Prize based on how much money is raised from entries)

ACTION - Sally Goulding to create a letter advertising the competition. This needs to go out to parents before half term.

ACTION - Catherine Thew to collate photos as they come in.

Non-Uniform

Need to book a non-uniform in the diary. £1 to go in non-uniform, the money raised from this will be put towards PTA funds to purchase goods to make up hampers for the Christmas raffle.

ACTION - Catherine Thew to check with Mrs Bennett if 23rd October is available for a non-uniform day.

Christmas Raffle

To replace funds lost through no Christmas Fair or Discos this term the PTA will hold a large raffle with a several luxury prizes on offer.

It is hoped parents will direct money they would have spent at the Christmas Fair and Disco into buying raffle tickets instead.

Catherine Thew has secured a real Christmas Tree donation from Rachel at Park Farm.

The PTA agreed the luxury hampers would be good for prizes, including at least one children's hamper

Catherine Thew can donate an Amazon gift voucher

Alex Buchan can donate a nice calendar and possibly boxes to make up hampers

Yasmin Boodhun can donate a nice box to be used for a hamper

Catherine Thew will check the cellar for any alcohol left over that can be used in hampers

Someone to ask Emma Crossley if she would mind approaching companies for raffle prizes

Helen Molyneux suggested acquiring Boden vouchers as a prize

Sally Goulding suggested putting a post on Facebook PTA parents asking parents with businesses to donate a prize if possible.

The selling of tickets was discussed under the current restrictions. Sally Goulding suggested that parents could buy a number in a similar way to the 100 club. Initially a welcome idea it was deemed too complicated to collect and track monies over bank transfer. Therefore the PTA

concluded to send home raffle tickets in the usual way, children returning money to school in a sealed envelope which could be quarantined. 5 tickets for £5? Or £2 each.

The raffle could be done as a Facebook live draw by Mrs Bennett

ACTION - Catherine Thew to check cellar for alcohol

ACTION - Catherine Thew to speak to Auroras dad about donating a print

ACTION - Someone to ask Emma Crossley if she would mind approaching businesses for raffle prizes

ACTION - Catherine Thew to speak to Elaine Allum regarding the sending home of raffle tickets in children's bags

ACTION - Speak to Mrs Bennett about doing a Facebook live to draw the raffle prizes

Christmas Eve Boxes

The PTA all supported this idea. Christmas Eve boxes are very popular generally, it adds to the festive spirit for the children and parents are hopefully likely to purchase in the event of no Christmas Fair to spend at. The boxes can contain reindeer food, Christmas craft pack, gift from Father Christmas, a book plus other items yet to be decided for the cost of £10 per box. It is hoped the contents will cost no more than £5 to make in order to raise a minimum £5 profit per box. Catherine Thew and Gemma Lievesley are happy to take on this project.

ACTION - Catherine Thew & Gemma Lievesley to set up a meeting to discuss Christmas Eve boxes and contents.

Best Decorated Christmas Tree Competition - FOR FURTHER DISCUSSION

Throughout December in the run up the Christmas break children could enter this competition by paying 50p and submitting a photo of their Christmas Tree. The teachers will choose the one they like the most and award a prize. Another fundraising idea to encourage festive cheer for the children in the absence of a fair.

ACTION - This is to be discussed again at a Christmas events planning meeting

Parents Night Out - FOR FURTHER DISCUSSION

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

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

Non made

7. AOB

The PTA are to receive a new logo for the group. This is generously being designed by Chris Thew. The logo will run through all correspondence and literature produced that relates to the PTA to help identify between the PTA group and school.

8. Date of next meeting

PTA MEETING

**Tuesday 10th November 2020
Annual General Meeting (AGM)
ZOOM MEETING**

Catherine Thew will send the invitation the meeting nearer the time

9. Dates for your diary

Date	Time	Event	Where
October	TBC	100 Club	Letters sent home
October	TBC	Christmas Cards	Order form sent home
October	Before half term	Smartie Tubes	Sent home to fill & return

October	During half term	Pumpkin Carving Competition	Facebook & email
October	TBC	Non-uniform day	In School
10th November 2020	7.00pm	PTA AG Meeting	Online via Zoom
December	TBC	Christmas Raffle	Tickets sent home. Raffle drawn on Facebook
December	TBC	Christmas Eve Boxes	Pre-order forms will be sent home
December	Throughout the month	Best decorated Christmas Tree competition	Facebook & email
		PTA Meetings to be second Tuesday of every half term	
		Last Thursday of every half term cake stall	Not currently held

NOTES FOR FUTURE PTA MEETINGS:-

****** NOTE FOR CHRISTMAS FAIR PLANNING 2020** - Have a look at the money raised from all the stalls in 2019 and see which made the most profit. Use this information to help plan the Christmas 2020 Fair. ****

To Everyone,

All past, present and new members welcome!

All parents are automatically in the PTA but have the choice to attend meetings and be involved directly, come and join us any time throughout the year even if you just want to listen or contribute ideas. Everybody's welcome.

Due to the current restrictions PTA meetings are currently being held online via ZOOM.

PTA funds play a vital role in the life of the school. Please support the PTA whenever you get the opportunity. Make sure you're on the PTA Facebook Page if you have access to Facebook, you can also send fundraising suggestions here too.