**Emmanuel Holcombe C.E Primary School**

**PTA Meeting Minutes**

**Tuesday 22th June 2021 – Zoom Meeting at 7pm**

1. **Attenance**

Catherine Thew (Chair), Thekla Sotiriou (Deputy Chair and minute taker today), Gemma Lievesley, Helen Kay, Emma Crossley, Hayley Brewer, Amy Longstaff, Helen Molyneux

1. **Apologies**

Nikki Frith, Diane Hughes, Sally Goulding (Secretary), Jill Farnworth (Treasurer), Catherine Bennett, Alex Buchan, Helen Molyneux, Jane Bowler, Yasmin Boodhun, Louise Goodwill

**3. Minutes of the last meeting**

Agreed as a true record

1. **Treasurers Update – since the meeting**

The PTA currently has £18,268.61 funds available as at 1st July.

£250 for the outside space and planting and £146 for the chickens has been paid out as per the last minutes.

We have earned £21.66 from Amazon and £40.55 from Easy Fundraising.

Jill has advised she is going to close the aged reserve account and transfer the £808 into the main account so this will raise the account balance to £19076.61 available.

**Protocol for Treasurer**

**Still to be confirmed with Jill**:

As the PTA moves away from cheque payments and more towards BACS payments it is necessary to form a consistent and reliable paper trail for the audit. The PTA discussed signatories, signed emails and attaching receipts. As Jill Farnworth is the current PTA treasurer she will look into setting up an efficient protocol for this which can be continued by her future successor with ease.

***ACTION*** - Jill Farnworth to establish a protocol for PTA monies & payments.

**5. Diary of events and actions**

**Bag2School**

Bag2School (clothing collection) on 10th May 2021 raised £81

***ACTION*** – Catherine Thew will book another date for October and confirm.

**Smartie Tubes – currently on hold for future.**

Children are provided with a smarties tube and encouraged to return it to school full of £1 coins, 20p’s or spare change.

**Recycled Ink Cartridges**

Catherine Thew ordered boxes / drop off points for the school from The Ink Bin which provides eco fundraising for schools**- they offer up to £1 per printer cartridge**, these have now arrived.

**ACTION –** Catherine Thew will go through the pack received and look at starting this in September.

**School Tea Towels**

Each child draws a self-portrait and the designs are printed onto tea towels for parents and family members as a keepsake. The towels would be sold for a small profit to go towards PTA funds.

Gemma Lievesley has enquired about pricing for this.

Coloured tea towels: -

£2.00 for 50+

£1.75 for 100+

Black and white tea towels: -

£3.50 for 25+

£3.25 for 50+

***ACTION*** – Catherine Bennett has all information and will organise with a view to actioning in September.

**Holcombe History Hunt / September Welcome Walk**

Previously Gemma suggested another sponsored walk to get children outside and exercising. This idea then evolved into a history hunt, once lockdown is over, where children could walk around Holcombe spotting local landmarks and learning about the history of the area.

John Island had been giving the children a local history walk, which has proved successful. There are ideas to merge the History Hunt and John Island’s History Walk with the September Welcome Walk.

Helen Molyneux suggested the Welcome Walk could be targeted towards the new families in order for them to meet each other but Gemma Lievesley said she felt it was important for old and new families to meet at this time as this hasn’t happened in the normal way over the last year or so. Free food and drink were discussed to entice more people to come. A cheese and wine theme was suggested with the option of bringing your own bottle of wine.

A subcommittee for the welcome walk will be organised with a meeting to be arranged over the Summer.

**ACTION** – Catherine Thew to organise an informal Summer PTA meeting in advance of the Welcome Walk in September.

**July Summer BBQ Covid – CANCELLED due to covid guidelines**

It was suggested that we could begin to consider the possibility of a summer BBQ to bring families together in early July.

A license is already in place and we could look into donations for meat and bread.

**Class bubble discos/ parties**

It was agreed that all our children have missed so many social and fun activities over the past year. The PTA would like to organise an after school party for each bubble following appropriate Covid guidelines. Maybe from 3.30-5.30? Maybe the children could come in own clothes for the day. It is suggested that School Council may organise this as in previous years.

**ACTION** - Helen Molyneux to talk to Catherine Bennett to organise.

**Leavers Parties**

An afternoon in Nuttall Park has been spoken about with Ruth. It is thought they will go to Nuttall Park one morning and get ice cream instead of the trip-based trampolining. It was thought trampolining might be too higher cost. PTA have offered to help with funding but could ask parents to contribute where they can. All children will be included regardless.

**ACTION** - Amy is to talk to Catherine Bennett and Year Six teachers. 

**Update since the meeting** – Catherine Thew spoke to Catherine Bennett who advised that they have concluded that the trampolining trip is not an option unfortunately. There are several reason for this:

1. There are potential issues with numbers at the trampolining due to Covid restrictions.
2. It was felt that PTA money could be used more fairly for all pupils rather than just one year.
3. There are concerns that it would set a precedent for future years.

A communication regarding this has been sent to Year 6 parents by email.

**Further update since the meeting:**

Prior to Catherine’s discussion with Catherine Bennett there has been further ongoing talk amongst the PTA about the possibility of a monetary contribution towards an additional Year 6 trip in light of the fact they haven’t been able to do all the leaver activities they would usually do due to Covid restrictions.

Catherine Thew proposed an annual contribution of £100 from the PTA towards a year 6 trip organised by the parents not school. This would an annual contribution so that it’s all inclusive and benefits not only this years pupils but all future year 6 pupils going forward. This way, all future year 6 parents will have a substantial contribution to lessen the financial burden at the end of year (presents for teachers, holidays etc).

A vote was taken on the PTA People Facebook messenger group on 4th July and a majority vote in favour was concluded.

This year it’s a contribution towards a trampolining trip with parents paying the difference and providing their own transport organised by Hayley Brewer, Diane Hughes and Amy Longstaff as Year 6 parents

**Leavers Service**

It is expected that the Year Six Leavers Service will still go ahead at the end of the school year.

**Ice Lollies**

It was discussed that ice lollies could be sold at the end of the day. Instead, it was decided to give these ice lollies away as a treat, as a gift from the PTA. Amy is to look at using Peelers freezer to store Ice pops. Jill had previously volunteered to help deal with this.

**ACTION** – Catherine Thew will ask Jill if she is still able to purchase the ice lollies and check she can liaise with Amy with regard to freezing them in the Peelers fridge.

**Year at a Glance - PTA Fundraising Dates 2021/22**

Catherine Thew advised that the school office had contacted her to put together the PTA dates to include on the Year at a Glance that goes out to parents in September. Catherine has compiled the dates and will forward to the school office – dates included in these minutes for information but are subject to change.

In line with looking at future events for next term it was discussed that once the outdoor work is complete a launch party could be organised to show off the work done and to bring everyone together for a social gathering/ party (covid permitting).

It was suggested that we could consider new events like the Friday night bites that have taken place in Ramsbottom before Covid and also have the usual discos, cake sales and fairs.

New ways of working within the Covid guidelines were discussed and will be discussed further.

It was also mentioned it is important to bring in some new blood to the PTA.

6. **Requests for funding**

The usual class donations were discussed of £150 per class backdated to last January 2020 - December 2020. The PTA agreed to the amount but school are looking at changing the dates in future from September to September or maybe April to April. This will be discussed with the school office at a later date.

£5000 has been requested towards the building work for the new EYFS area and for completing the outstanding land work. This is a 10% contribution from the PTA on top of the grant from the diocese. This is hopefully to be completed by September and will run over the Summer. The diocese have donated £35,000 for the outdoor area and £15,000 for the preschool area. This work should be done all together by the same Contractor.

**7. AOB**

**Co-op Pioneer**

This is the Co-op local community funding scheme, Catherine Thew kindly offered to attend an information meeting on Thursday 29th April, and reported back. As our bank balance is looking healthy at the moment it is considered that there are other charities that may need this more. Catherine has passed all the information from the meeting onto Catherine Bennett who is looking into this further.

**8. Date of next meeting**

Tuesday 14th of September – first PTA meeting of the year.

Time and location (at the school or pub) to be finalised.  
It was suggested we put a poll on the PTA Facebook page to see which time suits the most people.

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).

**9. Dates for your diary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Event** | **Where** |
| September |  | School Tea Towels | School |
| Friday 17th September TBC | TBC | Local History Hunt / Welcome Walk | Holcombe Village |
|  |  | PTA Meetings to be second Tuesday of every half term |  |
|  |  | Last Thursday of every half term cake stall |  |

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

**PTA Proposed Dates 2021/2022**

Tuesday 14th September PTA Meeting – time and venue tbc

Friday 17th September PTA Welcome Walk

Friday 15th October PTA Disco

Thursday 21st October PTA Cake Sale after school

Tuesday 9th November PTA AGM – time and venue tbc

Friday 3rd December PTA Christmas Fair

Thursday 16th December PTA Cake Sale after school

Tuesday 11th January PTA Meeting – time and venue tbc

Friday 4th February PTA Disco

Thursday 10th February PTA Cake Sale after school

Tuesday 1st March PTA Meeting – time and venue tbc

Thursday 31st March PTA Cake Sale after school

Tuesday 10th May PTA Meeting – time and venue tbc

Friday 13th May PTA Spring Fair

Thursday 19th May PTA Cake Sale after school

Tuesday 14th June PTA Meeting – time and venue tbc

Thursday 21st July PTA Cake Sale after school