**Emmanuel Holcombe C.E Primary School**

**PTA Meeting Minutes**

**Tuesday 14th September 2021 – 7.30pm**

**at the Shoulder of Mutton**

1. **Attendance**

Catherine Thew (Chair), Gemma Lievesley (minute taker today), Jill Farnworth (Treasurer), Catherine Bennett, Louise Goodwill

1. **Apologies**

Nikki Frith, Sally Goulding (Secretary), Alex Buchan, Helen Molyneux, Jane Bowler (Deputy Secretary), Thekla Sotiriou (Deputy Chair), Hayley Brewer

**3. Minutes of the last meeting**

Agreed as a true record

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

The PTA fund balance at year end was £18,263.40, current balance today is £28,244.90 plus £807 from the aged reserve account which is in the process of being moved over. The current balance does include a £10k grant that Catherine Bennett has just applied for and received.

**Please see treasurer report attached to the minutes.**

**Protocol for Treasurer**

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 finalise the protocol for PTA monies & payments in.

***ACTION*** – Carried over from the last minutes – Jill Farnworth to pay the usual class donations of £150 per class backdated to last January 2020 - December 2020. This year’s payments (2021) of £150 per class will also be paid over now too.

**5. Diary of events and actions**

**Welcome Back Walk – Friday 17th September**

There are 43 attending so far, final numbers to be confirmed. Jill Farnworth to let Jane Bowler know who has paid online. Jane Bowler has organised the alcohol licence and is purchasing the drinks and Catherine Thew is purchasing the pizzas from Pizza Nova.

As the numbers are higher than expected already John Ireland has expressed some concern over too many people actually going on the history walk so we are going to provide colouring and other indoor activities for those that are happy to stay behind, particularly with younger children. The outdoor play area will also be utilised if the weather is fine.

***ACTION*** – Jill Farnworth to advise Jane Bowler names of people who have paid online.

***ACTION*** – Jane Bowler to purchase online shop for drinks.

***ACTION*** – Catherine Thew to purchase pizzas from Pizza Nova.

**School Disco – Friday 15th October**

A separate meeting will be held to organise the disco, Catherine Thew to organise. It was agreed that, due to the current ongoing covid situation, there would be no nails, face painting or tattoos this time. There will still be the usual disco, bar, food and raffle to raise funds.

***ACTION*** – Catherine Thew to set a date for the meeting.

**Bag2School – Monday 11th October**

Bag2School (clothing collection) booked in for Monday 11th October 2021.

***ACTION*** – Catherine Thew to post on PTA Facebook page to advise. Leaflets will also go out in school bags w/c 20th September.

**Cake Sale – Thursday 21st October**

To be organised at a later date

**PTA Annual General Meeting – Thursday 9th November**

It was suggested that we hold the meeting straight after school when hopefully we will get the maximum amount of attendees.

It has been confirmed that Catherine Thew (Chair), Thekla Sotiriou (Deputy Chair), Sally Goulding (Secretary) and Jane Bowler (Deputy Secretary) will all be standing down at the AGM. Jill Farnworth advised she would like to continue as Treasurer for her last year in school.

The roles and responsibilities will be sent out to parents as soon as possible including a pitch to state the ‘PTA needs you!’

***ACTION*** – Catherine Thew to put a pitch together and send out as soon as possible.

**Christmas Fair – Friday 3rd December**

Planning meeting needed – to be scheduled in to take place with the school disco meeting.

**Cake Sale – Thursday 16th December**

To be organised at a later date.

**Other Fundraising**

100 Club

Helen Molyneux has advised she will no longer be organising the 100 Club. We would like to take this opportunity to thank Helen for all her hard work over the last few years with keeping the 100 Club running successfully.

Jill Farnworth and Louise Goodwill kindly agreed to take over the running of it with a view to Louise taking sole responsibility once Jill leaves the school at the end of this school year. A big thank you to both of them for taking it on.

It was agreed that we need to push the 100 Club and upcoming PTA events and family assemblies.

***ACTION*** – Jill Farnworth and Louise Goodwill to liaise with Helen Molyneux to take over the running of the 100 Club and promote at future events.

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 supplied all information to Catherine Bennett earlier this year. Catherine Bennett advised that she will be getting the

children to do their designs imminently with a view to selling the tea towels before Christmas.

It was agreed that we would go with black and white tea towels as costings are lower for these and may be more attractive to people to purchase.

***ACTION*** – Catherine Bennett to organise.

Christmas Cards

Emma Crossley has advised that the Christmas Card pack from Xmas for Schools is already with the school reception. She advised she is happy to organise this once the designs have been done by the children. Catherine Bennett advised that there is a date in the diary for the children to do this.

***ACTION*** – Catherine Bennett to organise children’s drawings and pass to Emma Crossley to process once complete.

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 term.

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.

**6. Requests for funding**

Catherine Bennett has put a request in for funding for the new EYFS area outside the Class 1 classroom. Catherine updated the meeting on

the plans for the area and the reasoning behind the funding requests. List attached to these minutes.

There is a total of £2483.87 for various equipment and an approximation of £6000 to £9000 for a fixed canopy to enable all weather use.

The request for this funding along with the £6000 already allocated to Forest Schools will take the PTA fund to approximately £6000 which is below the £7000 agreed bottom limit, therefore the vote will be put to the wider group.

***ACTION*** – Catherine Thew to email the funding request to all committee members in advance of a vote.

**7. AOB**

**Increasing PTA Uptake**

Jill Farnworth discussed the need for an event to increase PTA uptake by way of a ‘Free Bar’ to entice parents to attend. Now more than ever there is a need for new committee members as there are a few current members leaving school at the end of this school year.

***ACTION*** – Catherine Thew to investigate further.

**Wooden Planters**

Charlotte Swarbrick has suggested a new fundraising idea. Her husband Mark has been making and selling wooden planters which he’s been selling for £15 and £30 per planter. She wondered if the children would like to make and sell some as Spring starts next year. She can supply the wood to us for free and they will chop it all ready so the children just need to screw them together and maybe stain them. It was agreed this was a lovely idea and potentially a very good money maker.

Louise Goodwill advised she can possibly also supply pallets if needed.

***ACTION*** – Charlotte Swarbrick and Catherine Bennett to liaise early next year to organise. Louise Goodwill to speak to Charlotte about supplying pallets.

**8. Date of the next meeting**

**Disco and Christmas Fair Planning Meeting** – Friday 24th September after the family assembly which starts at 2.50pm.

**PTA AGM** – Tuesday 9th November 3.20pm in school

**9. Dates for your diary**

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| **Date** | **Time** | **Event** | **Where** |
| Friday 17th September | 6.00pm | Local History Hunt / Welcome Walk | Holcombe Village |
| Friday 25th September | 3.20pm | Disco and Xmas Fair Planning Meeting | School |
| Friday 15th October | 6.30pm | Family Disco | School |
| Thursday 21st October | 3.20pm | Cake Sale | School |
| Thursday 9th November | 3.20pm | AGM | School |
| Friday 3rd December | 6.00pm | Christmas Fair | School |
| Thursday 16th December | 3.20pm | Cake Sale | School |
| Tuesday 11th January | TBC | PTA Meeting | TBC |
| Friday 4th February | 6.30pm | Family Disco | School |
| Thursday 10th February | 3.20pm | Cake Sale | School |
| Tuesday 1st March | TBC | PTA Meeting | TBC |
| Thursday 31st March | 3.20pm | Cake Sale | School |
| Tuesday 10th May | TBC | PTA Meeting | TBC |
| Friday 13th May | TBC | Spring Fair | School |
| Thursday 19th May | 3.20pm | Cake Sale | School |
| Thursday 21st July | 3.20pm | Cake Sale | School |

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