



Emmanuel Holcombe C.E Primary School

PTA Meeting Minutes

Tuesday 27th April 2021 - Zoom Meeting at 7pm

1. Attendance

Catherine Thew (Chair), Thekla Sotiriou (Deputy Chair), Jane Bowler (Deputy Secretary and minute Taker today), Gemma Lievesley, Helen Molyneux, Alex Buchan, Louise Goodwill.

2. Apologies

Nikki Frith, Diane Hughes, Sally Goulding (Secretary), Jill Farnworth (Treasurer), Hayley Brewer

3. Minutes of the last meeting

Agreed as a true record

3. Treasurers Update

The PTA currently has £21,399.01 funds available.

The Easter raffle made £232 profit. A huge Thankyou to Thekla Sotiriou for creating and donating the Easter hampers.

We received £57.45 from Easy Fundraising.

The Teddy bears cost a total of £173.34 after parental donations were deducted.

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 establish a protocol for PTA monies & payments.

5. Diary of events and actions

Bag2School

Bag2School (clothing collection) is confirmed for 10th May 2021.

ACTION - Catherine Thew will send out a reminder via the PTA Facebook page.

Suggested new events:

Smartie Tubes - currently on hold.

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

Diane Hughes has ordered boxes / drop off points for the school from The Ink Bin which provides eco fundraising for schools.

ACTION - Drop off points to be placed in school for use. Update after the meeting. School have been approached by The Recycling Factory, who offer up to £1 per printer cartridge recycled. They are sending in collection boxes and a resource pack.

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 to advise on progress.

Holcombe History Hunt

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. Thekla advised that Jane would be a good source for information and route planning. For example, Pilgrims Cross - children would answer a question/clue about the writing on the Cross and could then move onto the next landmark.

We could sell 'Holcombe History Hunt' sheets and then children would get a certificate or small prize for entering.

ACTION - Jane Bowler to draft ideas.

July Summer BBQ (subject to Covid guidelines at the time)

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.

ACTION- Finalise arrangements at the next PTA meeting in June

Class bubble discos/ parties

It was agreed that all our children have missed many social and fun activities over the past year. The PTA would like to organize and/or fund a fun event for each bubble following appropriate Covid guidelines.

ACTION- Jane Bowler to approach Catherine Bennett with proposal.

6. Requests for funding

Helen Molyneux requested a review of the request for funding process in order to provide a clear paper trail. Forms have been used in previous years and would be useful in future.

Chickens- £146 is needed for the ongoing cost of feed and bedding.
(Agreed)

Garden and planting- Diane Hughes has requested £250 to cover the cost of a bench, watering cans and a 100 metre hosepipe to use in the outdoor area. An itemized list of purchases has been included with the funding request (Agreed). Thank you Diane and volunteers for all your hard work.

7. AOB

Renovation Update

The reconstruction of the playground and reception area is ongoing. Catherine Bennett has requested funding from the diocese to cover the cost of steps, landscaping and outdoor storage. The PTA may be asked to support costs depending on the outcome.

Please see the funding document attached to the minutes.

Co-op Pioneer

The Co-op local community funding scheme is opening next month and may be a useful source for future funds.

ACTION - Catherine Thew has kindly offered to attend an information meeting on Thursday 29th April.

8. Date of next meeting

Tuesday 22nd June at 7pm by Zoom call.

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
10th May	-	Bag2School	School
TBC	TBC	School Tea Towels	School
TBC	TBC	Local History Hunt	Holcombe Village
		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)