

Manor Church of England Infant School **PTFA**

Minutes of Committee Meeting held on the 28th September 2018 At Manor Church Of England Infant School

Present Committee Officers:

Rachel Reeve - Chair

Present Committee Members: Katie Charge, Ava Kitson, Nikki Woods, Nichola Parrish, Claire McEwen, Debbie Wakefield

Present Staff Members: Mrs Munns

Apologies: Ann Hacker, Gemma Dale, Lorna Hall, Mrs Hale

AGM Meeting

Mrs Munns led the meeting.

All Committee Officers stood down with the resignations from Karen Anderson (Secretary) and Nicola Flemming (Chair). Rachel Reeve (Treasurer), Lorna Hall (Vice Chair) and Ava Kitson (Vice Treasurer) ready for new elections.

Election of Committee Officers

Position	Proposed Member	1 st	2 nd	Comments
Chair	Rachel Reeve	Claire McEwen	Nikki Woods	
Vice Chair	Gemma Dale	Rachel Reeve	Claire McEwen	
Treasurer	Ava Kitson	Nikki Woods	Rachel Reeve	
Secretary	Claire McEwen	Rachel Reeve	Nikki Woods	

Chair's Report

Chair's report for last year was not available, so discussion followed about what worked event wise and what we would like to repeat.

Events funded by PTFA last year included:

New cooker

Refreshments at Harvest festival and Nativity

Pantomime at the school

Books for children at Christmas

Winchester theatre tickets and coach hire for whole school trip

Cycle workshop.

Cake sales work well but were felt to be happening too often. It was decided to do a cake sale at the end of each half term, meaning that each class would only do 1.

The Christmas Fayre and Summer Fayre were a great success and it was felt doing something along the same lines would be a good idea for 2018-19.

The Christmas fayre would possibly need a new Santa (DBS check to be looked into). The reindeer food waiting room for Santa was a massive success and a great idea to do again.

The previous quiz nights had not been very popular so it was decided to just do one and see what happens, maybe having a theme to the quiz might help or even having a children's quiz.

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Another idea for an event was a shopping or pamper event instead of or alongside a quiz night - to be looked into more.

It was mentioned that the local coop are always looking for local causes to support. CM to speak to Coop and see what needs to be done.

The school discos were talked about and what other options apart from Chantelle running them were available. Chantelle charges £50 for an hour. To be looked into in more detail. Mrs Munns advised that due to school being C of E, we cannot really do a Halloween themed disco, as this was an idea mentioned.

Treasurers Financial Report

Treasurer's finance report was given by Rachel Reeve. Year started with £1514.39. The year ended with £2286.73 this is after all events had been paid for including summer fayre expenses. A copy of report to be included with the minutes.

Minutes from the last meeting – 30.04.2018 was read through by Chair and signed off.

Funding for School 2018/2019

Mrs Munns had some requests from the school regarding funding from PTFA for the following:

- £100 for Year 1 & 2 Lepe Beach Trip – **Approved**
- £500 for Play time / shed equipment – School Council and Mrs Munns to decide on what to purchase - **Approved**
- £605 for Pantomime - **Approved**
- £1000, for books for home reading and the library – Mrs Munns organising – **Approved**

Dates for 2018/2019

Mrs Munns and the PTFA discussed and set the following dates for events for the upcoming year:

19th October – Yellow Class cake sale

30th November – Non uniform day – donations for Christmas raffle / fayre

11th December – Christmas Fayre 3.15 – 5.00 pm

14th December – Christmas wrapping room

20th December – Christmas presents (books)

8th February –Quiz night (Valentine theme?)

15th February – Red Class cake sale

29th March – Mothering Sunday wrapping room

11th May – Summer Fayre

22nd May – Sponsored event as part of Healthy week – School Council to help decide on event

14th June – Father's day wrapping room

18th July – Blue Class cake sale

Any other business

PTFA to have events set up on our Facebook closed page to notify all members of meeting and information. CM to set up What's App group for members too.

Meeting closed at 3pm