

Manor Church Of England Infant School PTFA Meeting

Minutes of Committee Meeting held on 3rd October 2016 at Manor Church Of England Infant School

Present Committee Officers:

<i>Chair</i>	Nicola Fleming
<i>Vice Chair</i>	Lorna Hall
<i>Secretary</i>	Karen Anderson

Present Committee Members: Angela Swann (Governor), Hannah Clark, Deborah Rawles, Ann Hacker, Katie Charge, Nikki Porter

Present Staff Members: Mrs Hale

- 1. Apologies:** Rachel Reeve (Treasurer)
- 2. Constitution:** A copy of the PTFA constitution was handed to all members present and agreed upon.
- 3. Chair's Report:** Last year, the PTFA were able to fund the Christmas crackers at the school Christmas dinner, a showing of Jack and the Beanstalk pantomime in school, a book reading by local author Simon Chadwick, a visit from storyteller Graham Rogers and Father Christmas gifts for all pupils. These were funded by the PTFA organising 3 quiz nights, the Summer Fayre, the Christmas Fayre, and Mother's Day and Father's Day gift wrapping events, along with selling refreshments at school events.
- 4. Treasurer's Report:** To follow.
- 5. Election of Committee Members:** Nicola Fleming (Chair), Rachel Reeve (Treasurer) and Karen Anderson (Secretary) were all re-elected to the same role they held the previous year. Lorna Hall was elected to Vice-Chair, which had not previously been filled. A suggestion was put forward that a Vice-Treasurer could be elected at a future date.
- 6. Bank Signatories:** Lorna Hall has agreed to become a bank signatory on the PTFA's bank account.
- 7. Preceding Fundraisers:** Serving drinks and cake at last week's Harvest Festival raised £72.18. It was agreed that the PTFA will serve refreshments at similar events in the future.
- 8. Upcoming Events**

Quiz Nights

The Quiz Nights held last year were a great success and for the coming academic year, we will look to hold a quiz on the second Friday of every half term. Tickets will be priced at £2 per person if purchased in advance of the event, or £2.50 on the night. There will be a maximum of 8 people in a team and friends and family are welcome. Participants will be asked to bring a plate of food for the American buffet as well as their own drinks. 30 advanced ticket sales will need to be realised, in order that the event is viable and this will be communicated on the notification sent to parents, along with a request for any raffle donations.

The first quiz this year will be held on Friday the 11th of November 2016. Further proposed dates for next year are the 13th of January, the 10th of March, the 5th of May and the 16th of June.

Christmas Fayre

The Christmas Fayre will be held on Friday the 2nd of December, from 3.30pm-5.30pm, with help required earlier to set up and afterwards to clear up.

Mother's Day Gifts

Mother's Day is on Sunday the 26th of March 2016. Help will be required for Mother's day gift wrapping on the afternoon of Friday the 24th of March.

Father's Day Gifts

Father's Day is on Sunday the 18th of June 2016. Help will be required for Father's day gift wrapping on the afternoon of Friday the 16th of June.

Summer Fayre

The proposed date for the Summer Fayre is Saturday the 10th of June. The change of day from an after-school event to a Saturday represents a change for the school, but it is hoped that the fayre will receive more support, particularly from parent helpers.

- 9. Next Meeting:** It was agreed that 2.30pm on a Monday was a good time to meet. The next meeting is scheduled for 2.30pm on Monday the 31st of October.

- 10. A.O.B.**

Facebook Group

It was proposed that a private Facebook group be set up with invites sent out to all existing Committee members. This page will not be in the public domain and will be used only for arranging and discussing PTFA events.

Cake Sales

With the success of the cake sale at the harvest festival, it was suggested that a regular cake sale at the end of each half term could be introduced. KA to arrange the first one for Friday the 21st of October (Trafalgar Day), with cake plates to be sent out to parents.