

Manor Church Of England Infant School AGM and PTFA Meeting

Minutes of Committee Meeting held on the 13th of October 2017 at Manor Church Of England Infant School

Present Committee Officers:

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

Present Committee Members: Ann Hacker, Katie Charge, Nichola Parrish, Ava Kitson, Laura Baxter, Samantha Gough, Nicola Drodge

Present Staff Members: Mrs Hale

- 1. Apologies:** Mrs Welling
- 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 Christmas dinner, a showing of Beauty and the Beast pantomime in school, a book reading by author Neal Layton, a selection of musical instruments, reading books and toys for Reception class as well as Father Christmas gifts for all pupils. These were funded by the PTFA organising 4 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. A cake sale at the end of each half term was also added to our fundraising calendar.
- 4. Treasurer's Report:** In the academic year 2016 – 2017, the PTFA raised £3186 and spent £3048, with a further £400 to be spent on playground equipment.
- 5. Election of Committee Members:** Nicola Fleming (Chair), Rachel Reeve (Treasurer) Lorna Hall (Vice-Chair) and Karen Anderson (Secretary) were all re-elected to the same role they held the previous year. The new role of Vice-Treasurer was created and Ava Kitson was elected to this position. A Vice-Secretary was also suggested and Nicola Dr0dge was elected to this role.
- 6. Bank Signatories:** As Vice-Treasurer, Ava Kitson will become a signatory on the PTFA bank account.
- 7. DBS:** All new PTFA members will be required to apply for a DBS check in order that they can help in school. This can do done through the school office.
- 8. Christmas Raffle Star Prize:** A discussion was had about buying a star prize for our Christmas raffle. Theatre ticket vouchers was the main suggestion.
- 9. Facebook Group:** The PTFA has a closed Facebook group for PTFA members to discuss event details. New members, if they wish, are welcome to join the group.
- 10. Upcoming Events:**

Cake Sales

Our first cake sale is next week on the 20th of October after school and weather permitting will be held outside. Yellow class have been asked to donate cakes and plates have been sent out in book bags. A volunteer is needed to arrange future cake sales. Cake plates

need to be sent out to one class a week before the event, which is held at the end of each half term.

Quiz Nights

The first quiz this year will be held on Friday the 10th of November 2017. Further proposed quiz dates for next year are the 2nd of March and the 22nd of June.

Christmas Fayre

The Christmas Fayre will be held on Thursday the 14th 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 11th of March 2017. Help will be required for Mother's day gift wrapping on Friday the 9th of March.

Summer Fayre

The date for the Summer Fayre is Saturday the 19th of May.

Father's Day Gifts

Father's Day is on Sunday the 17th of June 2017. Help will be required for Father's day gift wrapping on Friday the 15th of June.

- 11. Next Meeting:** The next PTFA meeting will be on the Monday the 6th of November straight after school.