

## **Manor Church of England Infant School PTFA Meeting**

### **Minutes of Committee Meeting held on 24<sup>th</sup> of March 2017 at Manor Church Of England Infant School**

#### **Present Committee Officers:**

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

**Present Committee Members:** Sarah Rumsey, Deborah Rawles, Kat Roberts, Ann Hacker

**Present Staff Members:** Mrs Welling

#### **1. Financials**

There is currently £1370 in the bank account, with some outstanding requests for funding.

The current selection of play equipment (balls, bean bags etc.) is in need of a refresh. The children have put forward some suggestions of the kind of equipment that they would like to play with during their breaks and Lorna is investigating the cost involved. **LH**

A request to fund the purchase of some new home reading books has been made and it was agreed that there should be funds for this. The value is yet to be agreed.

An author visit has been booked after the Easter break and Nicola is checking the PTFA bank account to see if this cost has already been paid. **NF**

The possibility of the PTFA seeking charity status was discussed. Initial thoughts were that there was a lot of administration work involved and with the only benefit being able to claim tax back from certain donations, it was probably not beneficial to push forward with this idea.

#### **2. Easter**

The cake and refreshments sale raised another £107 for our funds. Nicola will pay the money into the bank. Some children were upset that they did not get their participation prize for the hat parade straight after the event, so we will look to carry out next year's parade differently.

#### **3. Summer Fayre**

This year's fayre will be on Saturday the 10<sup>th</sup> of June from 12-3pm. We have reviewed the proposed 4 hour event and reduced it to 3 hours.

Preschool are continuing to investigate the possibility of having a local business sponsor the event. Stepping Stones are also looking at inviting Longdown Farm petting zoo and offering pony rides.

A letter has been sent to parents requesting help to run and set up stalls on the day, but minimal help outside of the PTFA has been offered. More help is required. **ALL**

Nicola is costing up the bouncy castles and pricing was discussed with pre-paid, allocated time slots being sold in advance of the event. **NF**

A suggestion was also made to sell a ticket which could be used at a selection of named stalls that entitles the ticket holder to a number of goes on those particular stalls. Each go would be ticked off on the ticket by the stall holder.

The suggested table top sale will take place in the main hall with 10 stalls available at £5 a table. These will be offered to parents and local businesses. Local businesses will be required to have the correct liability insurance in place. **ALL**

Arena event suggestions included Year 2 Maypole dancing, Sensei Dave, Taekwondo Tigers, hula hooping, dancing and cheerleading.

Raffle prizes need to be requested from larger businesses, Marwell, Paultons Park, etc now because they require more notice to organise a prize. **NF/pre-school**

**4. Next Meeting:**

The next meeting is scheduled for Friday the 28<sup>th</sup> of April at 2pm. The main discussion point for this meeting will be the Summer Fayre and this is a joint meeting with Stepping Stones.