

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

### **Minutes of Committee Meeting held on 3<sup>rd</sup> 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:** Hannah Clark, Ann Hacker, Katie Charge

**Present Staff Members:** Mrs Hale

- 1. Apologies:** Rachel Reeve (Treasurer), Deborah Rawles
- 2. Treasurer's Report:** Last year's financial report was discussed. It was agreed that going forward, money raised at the smaller events would be shown as separate entries on the spreadsheet.
- 3. Preceding Fundraisers:** The Half Term Cake Sale raised £127.18.
- 4. Upcoming Events:**

#### **Quiz Nights**

The next Quiz Night is scheduled for Friday the 11<sup>th</sup> Of November at 7pm. A leaflet inviting parents will be sent out this week by Karen. Nicola and Lorna will write the quiz.

#### **Christmas Fayre**

The Christmas Fayre will be held on Friday the 2<sup>nd</sup> of December, from 3.30pm-5.30pm, with help required earlier to set up and afterwards to clear up. A quick review of last year's stalls was made and the following decisions were made:

- In the library will be face painting, reindeer food, a sweet stall (last year, The Sweet Shop came in, but this year we will be selling our own), hot drinks and cakes, and guess the weight of the cake.
- In the main hall will be guess the number of sweets in a jar, the lucky dip, the raffle, a cup tombola, the lolly game, cake and biscuit decorating, second-hand books, and guess the teddy name (School Council to organise).
- In Year 1's classroom would be Christmas decoration decorating.
- A 1-100 square board will be placed on the main entrance for a chance to win a £20 Amazon voucher. This change of location should create more interest than last year.

#### **Actions Required:**

- Mrs Hale to start a sign-up board so that people can volunteer to run/set up stalls.
  - Karen with Nicola's help will organise letters to be sent to local businesses to ask for raffle prize donations.
  - A Pinterest group will be set up to allow swapping of ideas for the fayre by Katie.
- 5. A.O.B:** Mrs Hale asked if the PTFA would fund the purchase of some new musical instruments, which was agreed by all the committee members present. Books for the children from Father Christmas will also be purchased. Karen to source books.
  - 6. Next Meeting:** The next meeting is scheduled for 2.30pm on Friday the 18th of November.