## Manor Road Primary School PTFA

### Minutes of Annual General Meeting

Date: Tuesday 12\textsuperscript{th} November 2013

In attendance: Debra Conway, Anna Howard, Gill Howlett, Laurence McCormick, Karen Marshall, Ginnette Mason, Joanne Needham, Carolyn Prior, Kara Wood

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<th>Objective/Agenda Item</th>
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| Welcome and Apologies | • Anna welcomed everyone to the meeting.  
                          • Apologies were received from Tracy Lucas, Jackie Hedley, Jane Burbidge, Irene Evans, Sarah Pope |        |
| Minutes of the Last Meeting | • The minutes were discussed and there were no matters arising. |        |
| Chair’s Report | • Anna gave her Chair’s Report thanking everyone for their efforts and detailing all the fundraising we have done this year.  
                          • A copy of the Chair’s Report is attached to these minutes. |        |
| Treasurer’s Report | • Carolyn presented the accounts which show a closing balance of £3,530.23 as at the end of August 2013. The accounts are available on request.  
                          • Carolyn will ensure the accounts are audited. |        |
| Election of Officers | • The following elections took place:  
                          • Chairperson: AH volunteered, proposed by KW, seconded by GH  
                          • Treasurer: CP volunteered, proposed by GM, seconded by KW  
                          • Secretary: DC volunteered, proposed by KW, seconded by KM  
                          • There were no other volunteers for these roles. |        |
| PTFA Commitments | • Future financial commitments for the PTFA were outlined as:  
                          • NCPTA insurance, approximately £100  
                          • Christmas parties for children  
                          • 50/50 Club winners payments  
                          • Lottery license  
                          • Y6 leaving gifts  
                          • Life Education Bus subsidy  
                          • Pantomime subsidy |        |
| Fundraising Target for 2013-2014 | • In the short term the focus for fundraising is additional wet play items.  
• Following this our focus will be on additions to the Trim Trail. Kara showed the meeting some items from an outdoor gym supplier and everyone felt these were an excellent idea. Kara will get quotes for some items and report back at the next meeting.  
• Planned events for the forthcoming year include Bag Packing, Christmas Colour Stalls, Valentines disco, Fashion Show, Spring Ball and Cinema Night.  
• Bag Packing – Anna will book this again.  
• Colour Stalls – as usual these will be organised and run by school staff. As we had a slightly disappointing number of donations last year, it was decided to bring the date of the non-uniform day forward one week so that we have time to put an extra plea out if we don’t get enough gifts.  
• Valentine’s Disco – this is booked for Wednesday 12th February. There will be a post box for children to post their Valentines cards in and these will be distributed the next day.  
• Spring Ball – this is booked for Friday 9th May at Wellington Park. We had a fabulous time this year and are confident we can do the same again. The Spring Ball Committee will meet to discuss the event and report back to the PTFA. It was decided to send out a ‘Save the Date’ card in the new year.  
• Cinema Night – this has been booked for Wednesday 22nd January, starting at 3.45pm. The film will be decided asap. We will not be doing the same popcorn as last time as it did not go down very well with the children!  
• Fashion Show – Ginnette has been looking into various Fashion Shows and has narrowed it down to one supplier who will run the whole event. Laurence told everyone that she has been involved in organising these events at her school and is happy to be involved in ours. Ginnette will contact the company to arrange a date (preferably before the Spring Ball) and she and Laurence will work together to organise the event. |
|---|---|
| Kara to report at next meeting | Anna to sort.  
Deb to put on this week’s newsletter.  
Spring Ball Committee to sort.  
Irene Evans to report.  
Ginnette and Laurence to sort and report back. |
| Any Other Business | • There was no other business. |
| Date of Next Meeting | • The next meeting will be held on Tuesday 14th January 2014 at the Lord Nelson, starting at 6.30pm |

The past year has again been a huge triumph for PTFA. Not only have we raised fantastic amounts of money for the school with our tried and tested events, but we have also been able to try out some new ideas for fundraising and socialising which have largely been very successful.

We have again been able to buy some brilliant new equipment for our children which has been very well received within school. However all this does not come easily and I want to thank everybody who has worked hard in whatever way they can to make all this possible.

Before I give a brief overview of the year I wanted to mention our recent undertakings which won’t feature in our finances for the previous year, the most notable being the purchase of the books back in September for the infants and juniors. I am sure you will agree these have been a lovely addition to the school reading scheme. We have also had the duck race, beetle drive, and also a very, very successful spooky disco! At this disco we sold novelty keyrings in addition to the usual tuck shop items and these went down fantastically well. Most recently we took part in the Christmas card project with APFS which have been dispatched and will be back in school for the end of Nov.

Taking us back.....

Oct – Shade sails were installed hooray!! Look brilliant.....
Nov – Asda bag packing – very well received and kids brill. Bi yearly event.
Dec – Colour stalls, nativity raffle with Mulled wine – first time, very popular
Jan – Movie night – brilliant – needs better popcorn!
Feb – Valentines disco
April – Easter bingo. Took delivery of 3 rainbow picnic benches – 2 we bought and 1 that we got with a grant we applied for.
May – Spring Ball!!! Hard work selling tickets but hugely worth it – a very enjoyable event. Spring ball disco. Log seating delivered from Cuerden.
June – Camping, again a very enjoyable event.
July – Summer Fair – well done to year 6. Accessible picnic bench & bike shelter installed.

When you look back over the year it is amazing how much we have actually achieved, and for that we should be very proud, so once again thank you for all your volunteering!

Anna Howard
Chairperson