



## Manor Road Primary School PTFA

Minutes of Meeting Date: Thursday 6<sup>th</sup> January 2023

**In attendance: Jane Burbidge, Emma Jackson, Samantha Whittam, Karen Marshall, Julie Lawson, Michelle Taylor, Hazel Cook, Bex Walmsley, Cara Hayhurst.**

Objective / Agenda Item	Discussion and Outcome	Actions
1. Apologies for Absence	Debby Conway, Iwona Kossek, Tom Haworth, Caroline Burnell, Jane Smith, Guy Barker, Emma Pilkington	
2. Actions from Last Meeting	<p><b>The following items have been carried forward:</b></p> <ul style="list-style-type: none"> <li>• Chill out Zone Official Opening – Mrs Gillbanks due in school WC 09/01 to finalise details, awaiting dates from council</li> <li>• Possibility of Guitar at Summer Fair (in lieu of Christmas assembly)</li> <li>• Possibility of stall at Clayton Le Woods Parish Summer Fair</li> <li>• Facebook – login details lost</li> <li>• Constitution</li> </ul>	<p>CH / IK to set up a new page JB to post invite to new page on existing page</p> <p>MT to confirm whether anything needs to be changed</p>
3. Spring Term Events	<p><b>Gift Recycling and Christmas Jumpers – 3<sup>rd</sup> Jan</b> Box is in reception and is doing well on donations after just 2 days</p> <p><b>Valentine’s Disco – 9<sup>th</sup> Feb</b> Setup from 2pm Preschool and infants after school until 4:45pm and Junior 6pm – 7pm Ticket prices to remain the same and will include surprise gift</p> <p><b>Mother’s Day pop up Stall – 17<sup>th</sup> March</b></p> <p><b>Non-Uniform / Bingo donations 24<sup>th</sup> March</b> Letters for the bingo to be distributed by PTFA on this day. Volunteers to go into classes and</p>	<p>SW and BW to shop for supplies</p>



	<p>ensure they are given to all children at the end of the day</p> <p><b>Easter Bingo – 30<sup>th</sup> March</b> To be held in school with Guy Barker as host. Cold (alcohol free) refreshments to be served by PTFA volunteers</p> <p><b>Uniform Sale – date TBC</b></p>	<p>CH to enquire into banner for uniform sale</p>
4. Financial Update	<p>£2354 bank balance</p> <p>Final instalment of chillout zone payment been made</p> <p>£714.90 made from Christmas hampers, which means an increase on sales this year</p>	
5. GDPR Opt in for the Year	<p>Discussed and will go ahead</p>	<p>MT to send BW GDPR template for signatures</p>
6. Trim Trail	<p>Quote obtained for both the new cube and necessary repair works. Decided to add matting, capped tops and galvanized steel feet to the design to better durability.</p> <p>Pupils will vote for what is on each side.</p> <p>PTFA Newsletter to include picture to help raise awareness of what we are working towards</p>	<p>BW to obtain new quote to include matting, capped tops and galvanized steel feet BW to include picture of cube in next newsletter</p>
7. Plans for Summer Term	<p>Parish Council Summer Fair – 24<sup>th</sup> June</p> <p>School Summer Fair 7<sup>th</sup> July</p> <p>Sports Day 18<sup>th</sup> July</p>	
8. Date of Next Meeting	<p>23<sup>rd</sup> Feb 7pm Halfway House</p>	
9. AOB	<p><b>Break the School Rules Day</b> Children can pay to break as many of those rules as possible on the day</p> <p><b>Tea Towels</b> Need to have them ready to sell at summer fair. Quantities/ Pricing TBC</p> <p><b>Newsletter</b> format altered to improve readability on mobile phone</p>	<p>BW to get initial list from Hazel. BW, CH, IK to finalise</p> <p>BW to work with school to nominate responsible staff member to own project</p> <p>BW to finalise new look and share for feedback</p>