



Manor Road Primary School PTFA



Minutes of Meeting Date: Thursday 2nd November 2023

In attendance: BW, CH, IK, MT, KM, DR, SB, SB

Objective / Agenda Item	Discussion and Outcome	Actions
1. Apologies for Absence	CB, HC, TH, EP, DC	
2. Previous Minutes	Card Reader action still outstanding: also looking for other options	
3. Spring Term Events	<p>Gift Amnesty: wide variety of items given in – thank you to everyone who donated.</p> <p>BTR: 26th of January: Poster going out with Newsletter tomorrow. A3 poster going on gates and in Dojo – also do a Whatsapp and Facebook post.</p> <p>Valentine’s Disco: Letters to go out on Wednesday, Volunteer SignUp sheet to go out after meeting, set up from 1.30pm</p> <p>Valentine’s Postbox: to go out w.c. 5th Feb</p> <p>Milly’s Smile: being moved to after February half-term. First 2 weeks back after half term: Bex to arrange box emptying.</p> <p>Pre-loved Uniform Sale: 6th & 7th of March on playground from 3.30pm</p> <p>Mother’s Day Pop Up: 3.30pm onwards for set up. Morning of the 8th need some additional volunteers – a signup sheet to go out.</p> <p>15th March: Non-uniform day – Easter Egg donation for bingo that day: Need to emphasise that no nut, no coconut: collection on the morning. Chocolate separation to be done in the annexe.</p> <p>21st March Easter Bingo: Letters to go out on the 15th: Further discussion required for stuffing and sending out letters.</p>	<ul style="list-style-type: none"> - IK to write Whatsapp post for people to send around. - IK to do sign-up sheet. - IK: New sheet on outside for this - 19th Feb – 1st of March - Volunteer Sign Up sheets to go out: BW to send IK numbers for Mother’s Day, Easter Eggs, Easter Bingo - IK to sort a design to emphasize allergy concerns. - IK to send out forms with newsletters on the 15th - Set up from 3.30pm



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4. Treasurer's Report	<p>£3800 in the bank already committed £5.2k for current approved projects.</p> <p>Future projects for funding to be determined at next PTFA meeting.</p> <p>Pre-School – works starting for the fence and play area. Works starting on Tuesday. 2 weeks for it to be fully installed.</p>	- KM to send PTFA quote for works and PTFA to determine funds to be allocated
5. Date of next meeting	Thursday 25 th April: 6.30pm	
6. AOB	22 nd June C-L-W summer fair	- All to think of possible games to use on the day as not going ahead with sweets.