



Manor Road Primary School PTFA

Minutes of Meeting Date: Thursday 22nd June 2023

In attendance: BW, CH, IK, SB, DC, JB, SW, EJ, MT, TH

Objective / Agenda Item	Discussion and Outcome	Actions
1. Apologies for Absence	JL, CB, HC	
2. Actions from Last Meeting	Card Reader update waiting for MT	
3. Summer Term Events	<p>Year 6 Summer Fair:</p> <ul style="list-style-type: none"> - Raffle tickets have gone into classes today – to be returned by the 7th of July - Tea towels (£5) & Mugs (£3 each) are also going to be sold on the refreshment stall - Set up from 1.30pm: Volunteers required - 7th July: 3.30-5pm - Letters to go out via mail - PTFA to take on refreshments: Drinks, sweets, hotdogs, crisps - BW, CH & IK to staff the stall so other committee can support their Yr 6 children - Debbie to ring Guy to confirm DJ-ing for Summer Fair <p>Break the Rules Day:</p> <ul style="list-style-type: none"> - Message to go out asking for the money to come in in an addressed envelope - BW to sort out labels for tubs for the money <p>C-L-W Fair:</p> <ul style="list-style-type: none"> - 8am set up: Hazel/BW/IK /CH - 10-1: BW/IK/CH - 1-3: EJ, SW, JB - 3-5: TH, IK, AH, BW - Closedown: IK, AH, BW, MT <p>Sports Day:</p> <ul style="list-style-type: none"> - 18th of July: 7am start - PTFA to source refreshments: Bacon butties, tea, coffee, juice, water, crisps, ice creams (freezer dependant) - Stall on the playground 	<p>IK to post on FB re raffle tickets coming back in and any additional donations can come into the school</p> <p>7th July: SW, EJ, SB, CH, BW all available to help (IK TBC)</p> <p>BW to pick up sauces</p> <p>7/7.30: BW, CH, SB, EJ, MT, IK + notice to go out to helpers group</p>



	<ul style="list-style-type: none"> - Pastries – minimal amount to buy - Decision on food to be decided a week before to look at weather if any issues 	
4. Financials	<ul style="list-style-type: none"> - £4371 in the account - £1000 of this allocated to pre-school - Cube Climber: deposit has been paid for this - Online banking: first steps for the card reader and the repayment options - Tea Towels raised: £497 profit 	
5. PTFA Summer Night Out	<ul style="list-style-type: none"> - 20th of July 7pm - Elliot's Bistro - SW's sorting out pre-orders 	
6. Date of Next Meeting	14 th of September at the Ley Inn: 6.30pm start (To be confirmed)	
7. AOB	<p>Facebook Group – need a QR Code for this</p> <p>Minutes on Whatsapp: Yes that's okay to happen</p>	IK to sort a large print QR code