



Manor Road Primary School PTFA



Minutes of Meeting Date: Monday 16th September 2024

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

Objective / Agenda Item	Discussion and Outcome	Actions
1. Apologies for Absence	SB, DC	
2. Previous Actions	Card Reader action still outstanding: also looking for other options	
3. Autumn Term Events	<p>Spooky Disco 17th October:</p> <ul style="list-style-type: none">- All times as normal- DJ Taz is doing the disco- Letters to go out w.c. 30th Sept- Helpers sign up to go out this week <p>Uniform sale: 7th & 8th November</p> <ul style="list-style-type: none">- Need Volunteers for this <p>PTFA AGM</p> <ul style="list-style-type: none">- Monday November 11th 2024- 6.30pm- IK to advertise for 6 week notice <p>Nativities</p> <ul style="list-style-type: none">- 10th December KS1 1.30pm & 3.45pm- 11th December Pre-School & Foundation 10am & 2pm, KS1 6pm- No free mince pies this year <p>Colour Stalls</p> <ul style="list-style-type: none">- Donation on the 29th November- Stalls on the 6th of December <p>Charity:</p> <ul style="list-style-type: none">- Volunteer days: send parental request	<p>IK to send out sign up form</p> <p>PTFA to supply volunteers</p>
4. Full Year Events	<p>Full Year Events:</p> <ul style="list-style-type: none">- Mother's Day & Easter Eggs: going on the same day <p>21st June: C-L-W</p> <p>27th June – non-uniform day</p> <p>4th July – Year 6 Summer Fair</p> <p>7th & 8th July – Year 6 production</p> <p>15th July – Sports Day</p> <p>21st July – Pre-School Graduation</p>	



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5. Year 6 Summer Fair	PTFA is taking this on We need additional support from a staff member	- KM to sort liaison out and arrange with PTFA
6. Fundraising Target	Wet play equipment £200 per class for fundraising: £1600 total IK to create poster to send on DOJO PTFA to arrange with school to go in and speak to classes	
7. Treasurer's Report	Over £11k raised FY23-24 £5k still to pay from previous commitments Average earning £9k-£11k per year: additional costs coming in for DJ	
8. Date of next meeting	Monday 13 th January 2025 at Halfway House	
9. Christmas Meals	Friday 13 th of December: To go out on WhatsApp volunteer group	
10. AOB	Allergens – how to get permission off parents Uniform – Fleecees & Coats FAST First Aid C-L-W Run: IK to sort – KM to propose idea with other schools in the area	- Email KM about this - IK to take this forward - PTFA to enquire about this and find more details – evening or a weekend