



Manor Road Primary School PTFA



Minutes of Meeting Date: Thursday 25th April 2024

In attendance: BW, CH, IK, MT, DC, SB

Objective / Agenda Item	Discussion and Outcome	Actions
1. Apologies for Absence	DR, KM	
2. Previous Actions	Card Reader action still outstanding: also looking for other options	
3. Summer Term Events	<p>Beach Disco – 23rd of May:</p> <ul style="list-style-type: none"> - 23rd of May: ideally at 1.30pm if possible - Letters to go home: Tuesday the 7th - Disco letter to be attached to Newsletter on Friday the 10th - Helper sign-up link to go out on Monday the 29th of April - BW to sort out helpers for wrapping up lucky dip. <p>Father's Day - 14th of June:</p> <ul style="list-style-type: none"> - Set-up on the 13th after school - Helper's sign-up to go out on w.c. 27th May. - Ash/Elm/Oak need to be done by 10.30am due to clash with NHS visit. - Extra bags to go into school for JIC purposes. - Dojo to go out on the 14th to remind students about the sales. - PTFA to send message via Whatsapp groups on the night before. <p>C-L-W Summer Fair – 22nd June:</p> <ul style="list-style-type: none"> - PTFA has 3x3 stand - This year going for some table top games. - Also going to do lucky dips on the day. - Doing it between the 4 of us. <p>Year 6 Summer Fair – Friday 5th of July:</p> <ul style="list-style-type: none"> - Non-Uniform day is the 28th of June for donations. - BW to go into school to support from Thursday the 16th of May. - PTFA to do refreshments. - PTFA to get donations this year from businesses. - PTFA to do the advertising of prizes. - Tickets to go out Tuesday the 18th of June 	<ul style="list-style-type: none"> - DC to check about timings for set-up - BW to create sign up link - DC to double check items for sales - DC to double check totals - BW to check if there is the Higher or Lower board - All comms to go out by school: PTFA to support with a FB post. - CH and IK to sort. - IK to sort. - BW to sort raffle tickets



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	<ul style="list-style-type: none"> - Need envelopes for the tickets and it's 50p a ticket. - PTFA rep to come into school to shadow the process from Thursday the 16th of May - Helper's sign up out on the 10th of June for helping for refreshments. <p>Sports Day Refreshments – 16th July:</p> <ul style="list-style-type: none"> - Bacon butties and hot dogs this year. - Ice creams will be weather dependent. - Helper's list to go out w.c. 24th June - Newsletter w.c. 1st July to go out with menu of items. 	<ul style="list-style-type: none"> - PTFA to check with KM about the process for next year
4. Year 6 Request for Funds	PTFA happy to donate £500 for games and items for year 6 to arrange for the school break times.	<ul style="list-style-type: none"> - Cheque to be presented to the school on May 3rd
5. Treasurer's Report	£3500 in the bank and have future plans earmarked for the funds.	
6. Date of next meeting	Thursday 12 th of September 2024 at 6.30pm.	<ul style="list-style-type: none"> - PTFA to ask school about what to fundraise towards prior to the meeting – possibly smaller projects.
7. AOB	<p>New starter Uniform Sale: happy for this to go ahead on the 6th & 7th of June</p> <p>Year 6 and Pre-School refreshments: PTFA will support with this: Year 6: 6pm-7pm in the entrance, Pre-School in the morning.</p> <p>Survey of events for parents: yes this can go ahead</p>	<ul style="list-style-type: none"> - BW to send price list by the 3rd of May