



Manor Road Primary School PTFA

Minutes of Meeting Date: Thursday 14th September 2023

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

| Objective / Agenda Item | Discussion and Outcome | Actions |
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| 1. Apologies for Absence | JL, HC, TW, SB, GB | |
| 2. Actions from Last Meeting | Card Reader update waiting for MT | - MT and KM to meet to confirm |
| 3. Autumn Term Events | <ul style="list-style-type: none"> - Spooky Disco: 19th of October: set up in the afternoon on the 19th - Uniform Sale: 28th & 29th of September (uniform & costumes) as well as 8th & 9th of November (uniform and Christmas Jumpers) - AGM: will be the 2nd of November (Newsletter item) - Nativity Refreshments: KS1 11th & 12th 6pm, Pre-School & Foundation 13th December 10am & 2pm: PTFA to attend all for refreshments - Colour Stalls: Non-Uniform day on the 1st of December and the sale is on the 8th of December | <ul style="list-style-type: none"> - New helpers form to be introduced - BW to pick up some more sweets - Speak to Caroline about additional uniform drop off dates: end of every half term - IK to add into newsletter: end of every half term - IK to add AGM into the Newsletter - (Foundation refreshments in the hall, KS1 in main foyer) |
| 4. 2023/24 Communication | <ul style="list-style-type: none"> - Whatsapp Group: Cara to create a new group for new helpers for information - Volunteer website | <ul style="list-style-type: none"> - CH to set up - IK to set up - BW to send IK timings |
| 5. Cheque to Pre-School | - Cheque has been ordered for Pre-School for a presentation | <ul style="list-style-type: none"> - MT to liaise with Mrs Maloney for a presentation - Photos to go into the |



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| 6. Tesco Blue Tokens | <ul style="list-style-type: none"> - Once we have a larger term project to aim for we can begin to look at other grants for funding | <ul style="list-style-type: none"> - IK to look into this |
| 7. Plan for fundraising | <ul style="list-style-type: none"> - Short Term: Class projects/PA system - Long Term: larger 3-5 year projects as well | <ul style="list-style-type: none"> - PA system (BW to look into this) - Outside area for KS1 - KM to liaise with school and faculty for other options longer term |
| 8. Financials | <ul style="list-style-type: none"> - End of LY closed with a balance of £7500 - Raised over £10k for last year | <ul style="list-style-type: none"> - IK to produce comms about this for parents |
| 9. Date of Next Meeting | 2 nd of November (AGM): 6.30pm | |
| 10. AOB | <ul style="list-style-type: none"> - Charity Collection: Milly Smiles - Plaque for cube climber - Pigeon wrap ties | <ul style="list-style-type: none"> - 2 weeks before February half-term - KM has said okay - BW to sort |