



# Manor Church of England Infant School

## PTFA

### Minutes of PTFA Meeting

Wednesday 22<sup>nd</sup> September 2021 at 9am

Held at Manor Church of England Infant School

**Present Committee Officers:** Tracie Burroughs – Chair (TB), Rachael Sones – Secretary (RS), Samantha Gough – Treasurer (SG)

**Present Staff Members:** Mrs Hale (MH)

1. Welcome to the new PTFA Committee. All agreed that it is the school's priority to keep children and staff safe, therefore it will continue to minimise the number of parents on the school site throughout the Autumn/Winter seasons. Where weather permits PTFA meetings will take place outdoors.
2. Bank signatories - TB, SG and RS have all been set up as full signatories for the PTFA account. **ACTION: Papers need signing by all committee members.** SG advised the online banking application is in place and that online banking will be the way forward. **ACTION: SG to look into whether we pay business account banking fees.**
3. MH advised the committee that Friday 24<sup>th</sup> September the Year R Workshop will take place at 1.15pm. **ACTION: If any of the PTFA committee members are available they can stop by and show faces and give a brief of overview of the PTFA and ask for volunteers for upcoming events or general help with fundraising where needed.**
4. ParentKind - TB, RS & SG all now have access to this site. It is a very useful resource for PTFA information and will continue to be used. This and the Lottery are the two main financial commitments the PTFA has each year. **ACTION: SG to check that the DD is still in place as this covers PTFA insurance**
5. PTFA tray in office & storage - One committee member to check the in tray each week for any post or info. **ACTION: TB, SG & RS to agree a date (Friday AM) to review the stock of the storage units and clear out any unnecessary items to make space.**
6. PTFA Newsletter – it was agreed to restart this useful resource for parents/carers on a half termly basis. For now it was agreed that any info would be emailed to MH who would include it within the school's newsletter. **ACTION: TB to diaries within the Calendar of Events when these are due.**
7. Next event: Harvest Service – 28<sup>th</sup> September – all agreed to run a fundraising event. Autumnal Art was agreed and colouring templates or Forestry England resources (wand or leaf creations) have been issued to all children. A £2 per entry donation has been suggested and there will be a prize for the winner of each class and in addition every child will receive a prize.
8. Christmas Fayre – MH informed that this will not be going ahead this year due to COVID risks but hopes to run a fayre in the Summer 2022.

9. Walktober event – A sponsored walking challenge will take place (date to be agreed by MH). Classes can take turns to walk laps around the school grounds in return for sponsorship donations. The PTFA will provide each child with an incentive. Funds raised will go part to the agreed charity of each class and part to the PTFA Fund.  
MH informed committee that the class charities are as follows:  
Year R – The Wildlife Conservation Network  
Year 1 – Phoebe’s Family  
Year 2 – Toilet Twinning  
**ACTION: on completion of the event info and photos can be sent to local press (Daily Echo, The Waterside Herald) for inclusion**
10. Open Mornings – these will run on the 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> November. Committee to run a small event to introduce, say hello and provide tea/coffee/biscuit **ACTION: TB, RS, SG to arrange this**
11. 24<sup>th</sup> November – Flu Vaccinations – A PTFA ‘treat’ for each child
12. 11<sup>th</sup> November – Remembrance Service – Poppy Appeal to sell poppies. Wartime lunch menu / biscuits. **ACTION: MH to agree with Vicky the making of a wartime biscuit for each child. MH to look into the Fairweathers ‘60 trees for 60 schools’ offer <https://fairweathers.co.uk/60-trees-for-60-schools/> and apply or decide on an existing tree within the grounds that will be used as a remembrance tree. Long term goal is to provide a bench where children can go to reflect.**
13. Christmas Craft Day – all agreed to combine this craft day with a Christmas Jumper Day in return for a donation
14. Christmas Wrap – agreed date for this would be Friday 10<sup>th</sup> December, with a deadline of 3<sup>rd</sup> December for selecting your gifts. **ACTION: purchase wrapping paper, gifts, request volunteers from the wider PTFA members. A maximum of 5 gifts per child agreed. ACTION: MH to arrange with teachers the writing of the gift tags during class time.**
15. 17<sup>th</sup> December – Christmas Carols. Nativity songs to be sung by each class and donation buckets passed round. **ACTION: TB, SG & RS to set up for this event (tree, donation buckets, mince pies & mulled wine) MH to check with Daniel Reeve regarding an application for an alcohol licence. ACTION: look into options involving the Waterside Fire Engine and Nikolas Hythe (Santa)**
16. Tuck Shop – it was discussed whether to restart Tuck Shop Fridays. MH proposed that weekly may be too much but would give some thought to frequency and some alternative healthy options. **ACTION: MH to advise committee of her final thoughts.**
17. Makro Card. SG suggested this is worth applying for as it has dual usage at Booker Cash & Carry for discounted catering supplies. **ACTION: MH to apply for this card.**
18. Date of next meeting – all agreed the next meeting will be held on **Monday 10<sup>th</sup> January** at 9am.