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**Maharishi School Parent, Teacher and Friends Association**

**Cobbs Brow Lane, Lathom, Ormskirk, L40 6JJ**

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**01695 729912**

**Minutes of PTFA meeting**

**Meeting:** First PTFA meeting 24/25 **Location:** High School Site (MMB)

**Date:** 19th September 2024 **Time:** 4.15pm

**Attendees: In Person @ 4.15pm**

**LS** (Lisa Smith) Chair

**KG** (Keith Garrity) Treasurer

**JGS (**Jenny Garrity-Searle) Secretary

**LE** (Lisa Edwards)

**AHA** (Alison Hundley-Appleton)

**DB** (Devon Bennett)

**DBR** (Dawn Brundige)

**TM** (Toby Mercer)

**FC** (Fiona Casey)

**ES** (Emma Steele)

**DC** (Dennis Clegg)

**JS** (Jane Smyth)

**PM** (Paul Magee) Via Google Meet

**In Attendance Online @ 7.00pm**

**LS** (Lisa Smith) Chair

**JGS** (Jenny Garrity-Searle)

**TF** (Tanya Farnham +1)

**JD** (Jay Duckett)

**KP** (Kerry Peat) Social Media

**JB** (Jake Brundige)

1. **Welcome:** **LS** welcomed everyone to the meeting to discuss the end of term and close of business for last term and to set expectations for the coming year 2024/2025.

1.2 **LS** introduced all members in attendance to all new faces

**2.0 Formalities**

2.1 Policy’s were handed out to **AHA, DBR, TM, ES, DC, JS, DB**

2.2 Email updated list was included in the new policies handed out and an updated version was handed to **LE, KG, JGS, FC**

2.3 Code of Conduct master copy was signed by **TM, DC, AHA, DBR**

**3.0 Meeting Dates**

3.1 Meeting dates for the coming year are as follows, October 10th, November 14th, December 5th, January 16th, February 6th, March 6th, April 3rd, May 15th, June 26th -AGM.

3.2 Each member was given a copy of the meeting dates and copies were placed on the notice boards outside both the High School and Primary School sites.

3.3 Meeting times were discussed to be able to include as many people as possible. Future face to face and online meeting will continue until another solution is sought.

**4.0 Upcoming Event ideas**

**4.1** Selling Christmas Cards, Calanders, Tea towels, tote bag featuring the children’s art work leading up to Christmas. Lucy Andrews organised this last year so will ask which company and how it was organised.

**4.2** Pay it forward when buying tickets for events for people who may struggle – this will be looked into by **LS, KG, JGS, RH** on a way this could work and be implemented.

**4.3** Non uniform days, Football kit days, event dress up days, Crazy hair days.

**4.4** Games Competitions, battle of the classes, Bingo, Cheese and Wine, Bounce a thon, Sponsored walks, Fire pit social at the dome.

**5.0 Tuck Shop**

5.1 Tuck shop being held at the high school was discussed and agreed **TM** would run with this one day month to gauge the success and maybe move to fortnightly if a success.

5.2 **LS** would speak with **KG** to organise the set up funding of the tuck shop to get it off the ground, as this is going to be needed for the Halloween Disco also.

**6.0 Halloween Disco**

6.1 Disco Locations were mentioned and will be explored by **LS**, Locations included Ashurst Community Centre, the Ecumenical Centre, The Beacon Country Park, The Parbold Women’s Institute, Tanhouse Community Centre, Newburgh Sports Club, The Engine Rooms and the Greenhill. **LS** will contact the venues and secure a location.

6.2 Costing was discussed at having the ticket price at £5.00 which would include, entry to the disco, a hot dog, crisps and a drink. (no child would be excluded if price was an issue and **LE** would advise on the number of tickets that may need to be funded by PTFA or other means)

6.3 The timings of the disco were discussed and are to be finalised but discussed at:

Rec, Y1, Y2 4.00pm – 5.00pm

Y3, y4, y5, y6 5.15pm – 6.45pm

High School 7.00pm - 8.30pm

6.4 **LS** showed an example of the QR codes that will be used for the tickets sold on classlists were shown and an explanation of how we can ask questions regarding the needs of individuals when tickets are sold, so that when the QR code is scanned at the event entrance for each child we know exactly if there are any needs or special requirements.

6.5 Halloween ideas were discussed and party decorations etc were all discussed. **LE** advised school could hold a pumpkin decorating competition on the Monday back after half term and the pumpkins can be used at the disco.

6.6 Younger children being kept from the older children for safety was also discussed.

6.7 Decorations could be made in art class and after school clubs.

6.8 Fancy dress was raised to be age appropriate, no inappropriate content to be allowed. Also not just Halloween fancy dress allowed any fancy dress is acceptable.

**7.0 Fundraising**

7.1 Lottery is set up and the first draw is due to take place on the 5th October 2024. **LS** asked this to be shared in shops, businesses, friends, family and neighbours to maximise funding.

7.2 Easyfundraising app is set up and can be joined via searching for the app or via QR codes on the noticeboards outside both the Primary and the Secondary sites. This was again asked to be shared to friends, family and neighbours so when they shop online school can get a percentage donated.

7.3 **LS** updated on the Asda cashpot amount being at £120. Amazing figure with 76 days left to go. **LS** advised the funds would be released into the PTFA bank account in the Spring of 2025. Keep sharing and asking family and friends to join Asda Rewards and have Maharishi school as the cause. (it was mentioned that a few people were unaware how to do this so a how to guide will be added to classlists)

7.4 **LS** is going to get a letter out to parents in regards to match funding for events as there are many companies that do match funding not just banks.

**8.0 Classlist**

8.1 Classlist has been a success so far with new sign ups and community days attendance.

8.2 **LS** has asked **LE** to ask all teachers and staff to encourage sign up so nothing is missed for events.

8.3 **LS** will get another letter out to parents about the Halloween disco including in that all correspondence regarding this is going to be on classlists along with ticket sales.

**9.0 Actions to be Taken from 30th August 2024**

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| --- | --- | --- | --- | --- | --- |
| **Agenda**  **Ref** | **Meeting Date** | **Action to be taken** | **Lead** | **Deadline** | **Status** |
| 1.4.1 | 4/6/24 | Open bank account in the name of Maharishi PTFA | **KG** | 1/9/24 | **Completed** |
| 4.3.1 | 4/6/24 | Poll Parents regarding the most suitable day for summer fayre 2025 | **JGS** | 31/3/25 |  |
| 3.1 | 30/8/24 | Meeting dates for the year to be sent out via letter and put on school notice boards | **LS** | 19/9/24 | **Completed** |
| 4.1 | 30/8/24 | Gauge Teacher Interest in PTFA involvement | **LS** | 31/10/24 |  |
| 5.1 | 30/8/24 | Canvas Parents on Event Ideas | **JGS** | 10/10/24 |  |
| 6.1 | 30/8/24 | Discuss Secondary Tuck Shop | **LS** | 19/9/24 | **Completed** |
| 6.2 | 30/8/24 | Purchase tuck shop items and start inventory of items |  | 10/1024 |  |
| 6.3 | 30/8/24 | Price List for Tuck shop |  | 10/10/24 |  |
| 6.5 | 30/8/24 | Organise Tuck shop with Primary |  | 10/10/24 |  |
| 8.1 | 30/8/24 | Set up School Lottery | **LS** | 19/9/24 | **Completed** |
| 9.2 | 30/8/24 | Check Classlist pupils that are not signed up and chase | **LS** | 30/10/24 |  |
| 16.2 | 30/8/24 | Parentkind Bank account details to be updated with PTFA bank account | **LS** | 19/9/24 | **Completed** |
| 16.3 | 30/8/24 | Easyfundraising Bank account details updated with PTFA bank account | **LS** | 19/9/24 | **Completed** |
| 16.4 | 30/8/24 | Set up School Lottery | **LS** | 19/9/24 | **Completed** |
| 16.5 | 30/8/24 | Look into Stripe set up | **LS / KG** | 10/10/24 | **Completed** |
| 16.6 | 30/8/24 | Speak to Paul in regards to seed funding | **KG** | 19/9/24 |  |
| 19.1 | 30/8/24 | Organise Halloween Date and Venue | **KG / JGS/ LS / RH** | 19/9/24 |  |

**10.0 Actions to be Taken**

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| --- | --- | --- | --- | --- | --- |
| **Agenda**  **Ref** | **Meeting Date** | **Action to be taken** | **Lead** | **Deadline** | **Status** |
| 4.2 | 19/09/24 | Buying forward tickets for events | **LS/KG/**  **JGS/RH** | 31/10/24 |  |
| 5.2 | 19/09/24 | Purchase tuck shop items | **LS / KG** | 20/10/24 |  |
| 6.1 | 19/09/24 | Confirm a venue for Halloween Disco | **LS** | 10/10/24 |  |
| 6.2 | 19/09/24 | Confirm a time for the Halloween disco | **LS** | 10/10/24 |  |
| 6.5 | 19/09/24 | Pumpkin Competition sent out to parents |  | 10/10/24 |  |
| 6.7 | 19/09/24 | See if decorations can be made in A/S clubs |  | 10/10/24 |  |
| 7.3 | 19/09/24 | Asda cashpot how to guide posted on classlist | **LS** | 10/10/24 |  |
| 7.4 | 19/09/24 | Match funding letter sent to parents | **LS** | 10/10/24 |  |
| 8.2 | 19/09/24 | Classlists Staff to sign up | **LS/LE** | 10/10/24 |  |
| 8.3 | 19/09/24 | Classlist Letter for Halloween disco tickets | **LS** | 10/10/24 |  |

**General Business**

**11.0 Approval of minutes from previous PTFA meeting:**

11.1 The minutes were approved by LS as a correct record of the meeting proposed by JGS

**12.0 Matters arising:**

12.1 No other matters arising

**13.0 Financial update:**

13.1 Bank account it now opened for the PTFA, **KG** and **LS** hold bank cards and telephone banking passwords. **KG** holds online banking details and access to the account and the chequebook.

13.2 Sum up has been set up to accept card payments at events.

**14.0 GDPR related topics:**

14.1 GDPR forms have been filled in for parents details and they will be kept in the PTFA main folder. Only the Chair has a copy on a USB device and in the main PTFA folder

14.2 List of Pupils at the school are held on Classlist and a spreadsheet held by the Chair in the main PTFA folder and USB backup.

14.3 Members of the PTFA emails are held by each PTFA member for PTFA correspondence.

14.4 Staff members details are held by the Chair only for event correspondence as and when needed.

**15.0 Social Media:**

15.1 **KP** has been sharing news and events on social media and will continue to do so.

15.2 **KP** will help run the classlists along with **LS** and **JG**

**16.0 Future events:**

16.1 No future events organised yet. To be finalised at next Meeting

**17.0 Headteacher Comments:**

17.1 **LE** thanked the PTFA for the ongoing hard work and achievements so far given the short time the group had formed.

**18.0 Any Other Business**

18.1 No Other Business Raised

**19.0 Date of Next meeting:**

19.1 10th October 4.15PM @ High School Site

10th October 7.00PM Google meet

Minutes taken by JGS - Secretary

Approved by LS - Chair