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

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**Minutes of PTFA meeting**

**Meeting: Summer Fayre Location: Maharishi Secondary**

**Discussions School**

**Date: Tuesday 4th June 2024 Time: 4.15pm**

**Attendees: LS** (Lisa Smith) Chair

**RH** Rachel Hobson) Vice Chair

**KG** (Keith Garrity) Treasurer

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

**FC** (Fiona Casey)

**PG** (Paul Magee)

**KMc** (Kelly McMaster)

**LE** (Lisa Edwards)

**LD** (Leimond O’Donnell)

**RT** (Ruxandra Trandafoiu)

**LA** (Lucy Andrews)

**KA (**Kerry Peat)

In Attendance

**KM** (Kevin Mulhall) Caretaker

**1.0 Welcome:**

1.0 LS welcomed everyone to the meeting and distributed the following for the committee members to review:

1.1 PTFA Emails

Code of Conduct Policy

Conflict of Interest Policy

Complaints Procedure Policy

Social Media Policy

Equal opportunities Policy for PTS’s

Safeguarding Policy

Volunteering Policy for PTS’s

Financial control and Expenses Policy

1.2 LS Explained that PTFA emails have been set up for committee members and that users would be able to reset their passwords.

1.3 LS explained the purpose of the policies was to ensure that the PTFA is set up properly as a separate entity to the Maharishi School. One of the advantages to having the correct policies and procedures in place is that it would enable the committee to apply for grant funding in the future.

1.3.1 LS explained that the committee members were not required to sign individual copies of the documents but that a master copy would be made available to sign over the coming weeks to be held by the PTFA and the School.

1.4 KG supported the decision to reset the committee ensuring the correct policies and procedures are in place and to hold the funds relating to the PTFA separately.

1.4.1 KG reported that he had been scoping out the options to open a bank account for the PTFA.

1.5 LS reported that TM (Toby Mercer) had stepped down as secretary due to personal commitments and JGS has taken up the role with immediate effect.

**2.0 Maharishi Summer Fayre Ideas**

2.1 **Introduction** – RH shared a document that listed ideas for the summer fayre.

2.2 RH explained that for this year, the fayre would be set up in zones (food & Beverage, Arts & Crafts and Game Stalls) to give a more organised feel to the event.

2.3 **Stalls** – RH explained that each class will be asked to hold their own ‘stall’ and asked the committee to assist with allocating tasks to year groups.

2.3.1 LE agreed to share the list of ideas with Primary and Secondary phase teachers and allocate activities to year groups.

2.4 **Food Quarter** – A general discussion was held regarding the food quarter and the most beneficial way to provide this. Pros and cons of outsourcing provisions versus providing food and beverages through the committee were discussed. It was agreed that the PTFA would run the food Quarter.

2.4.1 FC & PG agreed to organise and run the food quarter with the help of the year 7 pupils. FC confirmed that she and ‘out of hours staff’ held appropriate food hygiene certificates.

2.4.2 It was also suggested the regular ‘school tuck shop’ organisers be asked to run a stall on the day.

2.4.3 A general discussion around sourcing items required for the food quarter. This will be followed up by KM, FC and PM with various organisations including:

Warburtons

Great Bear

Fredricks Dairy

PepsiCo Snack Factory.

2.5 Other ideas of stalls were shared by various members of the group including:

Hook a duck

Catch a Fish

Tug of war

Paint a Pebble

Fish Tank Fundraiser

Birds of Prey

2.5.1 It was suggested that the school already had equipment for some activities in the school shed, this would be followed up by KM and KG.

2.6 There was a discussion about the time taken to clear up after the event last year.

2.6.1 It was suggested that the committee ask for volunteers to help with the clean up.

2.6.2 It was suggested that the Duke of Edinburgh team would be able to help with this.

2.7 RH asked for opinions about general entertainment.

2.7.1 A question about who MC’d last years event was raised. LA confirmed last years MC was ‘Teddy@ but he would not be available this year.

2.7.2 Suggested that E-rooms (live music venue in Skelmersdale) could be contacted as they promote local artists.

2.8 RH asked for feedback from previous events regarding lessons learned. LA reported back that planning and people were essential and that it would be hard work.

2.9 RH thanked committee members for their support and suggestions regarding the event.

2.9.1 Updates will be provided at the next meeting.

**3.0 Donations**

3.1 Donations for the summer fayre were agreed as follows:

Monday 10th June – Chocolate & Sweets

Monday 17th June - Good Quality gifts, toys and books

Monday 24th June – Bottles (No Alcohol)

Friday 28th June - Cakes and cash / voucher donations

3.1.2 These dates will be communicated to parents.

**4. Event Date and Time**

4.1 The summer fayre has been agreed as Friday 28th June 2024, 15.30 to 18.00

4.2 It was agreed that Friday 28th June would be a non uniform day.

4.2.1 The non uniform day will be communicated to parents.

4.3 KG queried the reason for the event being held on a Friday afternoon rather than a weekend day which could be limiting the potential funds raised.

4.3.1 Parents will be polled regarding the most suitable day in advance of the summer fayre 2025.

**5.0 Next meeting Date and Time**

5.1 To be confirmed

**6.0 Actions to be Taken**

|  |  |  |  |  |  |
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| **Agenda**  **Ref** | **Meeting Date** | **Action to be taken** | **Lead** | **Deadline** | **Status** |
| 1.3.1 | 4/6/24 | Make master copies of the PTFA policies and procedures available for signing | **LS** | 5/7/24 |  |
| 1.4.1 | 4/6/24 | Open Bank account in the name of the Maharishi PTFA | **KG** | 1/9/24 |  |
| 2.3.1 | 4/6/24 | Assign fund raising activities to year groups | **LE** | 7/6/24 |  |
| 2.4.1 | 4/6/24 | Organise the food quarter events for school Fayre | **FC,**  **PM** | 28/6/24 |  |
| 2.4.2 | 4/6/24 | Contact school tuck shop organisers, request them to run a stall | **LS** | 7/6/24 |  |
| 2.4.3 | 4/6/24 | Sourcing items required for the food quarter | **FC,**  **PM,**  **KM** | 14/6/24 |  |
| 2.5.1 | 4/6/24 | Review equipment available for the Fayre | **KM,**  **KG** | 9/6/24 |  |
| 2.6.1 | 4/6/24 | Organise clean up team following the event | **LS** | 21/6/24 |  |
| 2.6.2 | 4/6/24 | Request the Duke of Edinburgh pupils assist with the clean up | **LE** | 14/6/24 |  |
| 2.7.1 | 4/6/24 | Organise MC for the event | **RH** | 4/6/24 |  |
| 2.7.2 | 4/6/24 | Contact E-Rooms regarding bands that would be willing to volunteer | **RH** | 14/6/24 |  |
| 2.9.1 | 4/6/24 | Finalise list of planned events and activities with named leads for each area | **RH** | 10/6/24 |  |
| 3.1.1 | 4/6/24 | Communication to parents regarding what donations are requested | **SCHOOL** | 4/6/24 |  |
| 4.2.1 | 4/6/24 | Communicate to parents regarding non uniform day | **LE** | 4/6/24 |  |
| 4.3.1 | 4/6/24 | Poll parents regarding the most suitable day for summer fayre 2025 | **JGS** | 31/3/25 |  |
| 5.1 | 4/6/24 | Agree and communicate date and time for next meeting | **JGS** | 7/6/24 |  |

**7.0 General matters**

7.1 No other matters raised

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

8.1 The minutes from 30th May 2024 were approved by LS as a correct record of the meeting proposed by JGS

**9.0 Any other business**:

9.1 No other business Discussed

Minutes taken by JGS - Secretary

Approved by LS - Chair