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

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

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**Minutes of PTFA meeting**

**Meeting: PTFA Set up completion Location: 8 Hazel Lane**

**Date: Tuesday 6th June 2024 Time: 7.00pm**

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

**RH** Rachel Hobson) Vice Chair

**KG** (Keith Garrity) Treasurer

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

In Attendance

**KM** (Kevin Mulhall) Caretaker

**PG** (Paul Magee)

**1.0 Welcome:**

1.0 LS welcomed everyone to the meeting.

**2.0 Code of Conduct and Constitution**

2.1 The code of conduct and constitution had already been distributed to the committee members. No concerns were raised regarding their contents. All members signed both the code of conduct and constitution, witnessed and signed by PM.

2.2 Signed copies of the code of conduct and the constitution have been received by the school.

2.3 A signed copy of the code of conduct and the constitution is held in the PTFA main folder.

**3.0 Summer Fayre Risk assessment**

3.1 LS raised the risk assessment that needed to be carried out on all stalls, vendors and events held at the summer fayre in accordance with the PTFA insurance. It was agreed that all events, stalls and vendors will fill out the third party risk assessment forms and the PTFA will conduct a risk assessment and file this in the PTFA main Folder for future reference.

**4.0 Feedback from previous events**

4.1 Feedback was requested from PM regarding activities that took place at the previous events to understand where the PTFA could improve profit margins going forward.

4.2 PM suggested that the cake stall was not as profitable as expected, possibly due to the hot weather.

4.3 It was also suggested that the toy stall could be improved by restricting the number of items purchased.

4.4 KG reiterated that going forward spending would be restricted as per the financial control and expenses policy.

**5.0 PTFA presentation at school**

5.1 LS requested that the PTFA come into school to meet with teachers to give a short presentation to introduce the new PTFA.

5.2 KG declared that he would be happy to accompany LS to represent the PTFA

5.3 PM agreed to share the request with school/teachers.

**6.00 Social Media**

6.1 KG suggested that it would be beneficial to ask one of the PTFA members to take responsibility of sharing information through various social media platforms.

6.2 The committee agreed with the suggestion and that LS would take this item forward.

**7.00 Summer Fayre fundraising ideas**

7.1 Each item on the list of ideas previously distributed was discussed, including the approximate costs, what the charges would be and how the activity would be organised.

7.2 It was suggested that a site visit to Newburgh Sports club would be helpful.

7.3 It was agreed that a finalised list of activities would be presented at the next full PTFA meeting.

**8.00 Amendments to first meeting**

8.1 LS updated the members that as Toby Mercer was no longer secretary, JGS would complete the charity filing when the time arises.

**9.0 Actions to be Taken Update from 4th June minutes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 | **Completed** |
| 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 | **Distributed** |
| 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 | **Completed PTFA will run one separately** |
| 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 | **Completed** |
| 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 | **Completed** |
| 4.2.1 | 4/6/24 | Communicate to parents regarding non uniform day | **LE** | 4/6/24 | **Completed** |
| 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 | **Completed** |

**10.0 General matters**

10.1 No other matters arose

**11.0 Financial Update**

11.1 KG distributed the charity information and is going to set this up along with the bank account.

**12.0 GDPR related topics**

12.1 LS explained about an app called Classlist’s which we will look to use as this is a organisation app for parents and teachers compliant with GDPR.

12.2 The app allows event planning, volunteer sign ups, individual class and whole school messages to be sent. The app also allows QR tickets to be generated for events with individual instructions per child, I.E allergies, designated pick up people.

**13.0 Volunteering**

13.1 Notifications are to be sent out for volunteers for the Summer Fayre.

**14.0 Future Events**

14.1 School Lottery – Lucy Andrews is going to set this up in July when we have a bank account.

14.2 Careers event at the high school.

**15.0 Safeguarding / Health and Safety**

15.1 No issues raised.

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

16.1 The minutes from 4th June 2024 were approved by LS as a correct record of the meeting proposed by JGS.

**17.0 Any other business**:

17.1 No other business Discussed

**18.0 Meeting**

18.1 Wednesday 12th June 4.15pm @ the High School.

Minutes taken by JGS - Secretary

Approved by LS - Chair