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

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**Minutes of PTFA meeting**

**Meeting:** Summer Fayre  **Location:** Maharishi High School

**Date:** 12th June 2024 **Time:** 4.15PM

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

**RH** Rachel Hobson) Vice Chair

**KG** (Keith Garrity) Treasurer

**PM** (Paul Magee) Business Manager

**FC** (Fiona Casey)

**In Attendance:**

**PMit** (Phil Mitchell)

**1.0 Welcome:** LS welcomed everyone to the meeting to discuss summer Fayre Plans.

1.1 Apologies Jenny GS (Secretary) was not in attendance

**2.0 Formalities**

2.1 FC signed the Code of Conduct

2.2 PMit received his welcome pack and asked to sign the code of conduct after he has read and agreed to documents.

2.3 PMit stated his email preference and passed the form to LS to action.

**3.0 Primary Staff Meeting**

3.1 The meeting with the primary school was discussed and went well. KG and LS introduced us to the primary school staff and explained what we are about and our aims going forward.

3.2 PowerPoint handout was given showing our work so far from community days.

3.3 PTFA contact details were provided in the handout

3.4 Classlist was introduced as a PTFA app for events and information going forward teachers were asked to download the app to trial before parents. The app is GDPR compliant.

**4.0 Summer Fayre**

4.1 The List of Stalls and items needed were discussed and names put to each task. LS will distribute lists with individual tasks on.

4.2 Prizes that are needed for stalls were discussed and priced up for maximum profit.

4.3 A Plan B in case of bad weather was discussed and agreed that it would be held at the high school possibly on the next day Saturday 29th if this happened.

4.4 Tables that are available on the day are to be taken from the Art room in the high school and transported in cars. KG agreed to transport these. PMit also agreed to transport tables to Newburgh Sports Club.

4.5 RH has got a bel tent for use on the day, the different options of what this could be used for where discussed.

4.6 Access times on the day of the fair where discussed and decided RH, KG, LS and PMit can transport items to the fair from the morning time and start set up on the field.

4.7 Tombola will be labelled up by year 5 and Mrs Gaskell during school time.

4.8 Sourcing a bouncy castle was raised by RH and lines of enquiry are ongoing to source at the correct price for the Fayre.

4.9 PM sent schools insurance over to LS in regards to bouncy castles, LS assured PM parentkind insurance covers this.

**5.0 Stock Inventory**

5.1 KG will go to the primary site and take stock of everything that is there.

5.2 An inventory of the sweets and chocolates handed in needs to be taken.

**6.0 Tuck Shop**

6.1 The tuck shop was raised in regard to school council wanting to keep this separate to the PTFA.

6.2 LS raised that any events outside of school unless agreed otherwise would have the PTFA tuck shop running not school council.

6.3 PTFA are going to set up a tuck shop for events and starting at the Sports Day.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agenda**  **Ref** | **Meeting Date** | **Action to be taken** | **Lead** | **Deadline** | **Status** |
| 1.4.1 | 4/6/24 | Open Bank account in the name of the Maharishi PTFA | **KG** | 1/9/24 |  |
| 2.4.1 | 4/6/24 | Organise the food quarter events for school Fayre | **FC,**  **PM** | 28/6/24 | **Completed** |
| 2.4.3 | 4/6/24 | Sourcing items required for the food quarter | **FC,**  **PM,**  **KM** | 14/6/24 | **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 | **School have been asked to get clarification 13/06/24** |
| 2.7.1 | 4/6/24 | Organise MC for the event | **RH** | 4/6/24 | **Completed** |
| 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 | **Date extended to 20/6/24** |
| 4.3.1 | 4/6/24 | Poll parents regarding the most suitable day for summer fayre 2025 | **JGS** | 31/3/25 |  |

**8.0 Actions to be Taken Update from 6th June minutes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agenda**  **Ref** | **Meeting Date** | **Action to be taken** | **Lead** | **Deadline** | **Status** |
| 3.1 | 6/6/24 | Carry out Risk Assessment for events and stalls. |  | 28/6/24 |  |
| 5.1 | 6/6/24 | Hold a meeting in school to introduce us to the school staff. | **LS**  **KG** | 20/06/24 | **Completed Primary 12/06/24**  **Secondary 24/06/24** |
| 6.2 | 6/6/24 | Have a social media rep. | **LS** | 14/6/24 | **Completed 7/06/24** |
| 7.2 | 6/6/24 | Site Visit to Newburgh Sports Club to be arranged | **LS** | 15/6/24 | **Completed**  **10/6/24** |
| 7.3 | 6/6/24 | Finalised list of events and stalls to be drawn up | **LS** | 12/6/24 | **Completed** |
|  | 6/6/24 | Tasks from 4th and the 6th June Meetings Brought forward and actioned as appropriate | **LS** | 12/6/24 | **Completed** |

**General Business**

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

9.1 The minutes were approved by RH as a correct record of the meeting proposed by LS

**10.0 Matters arising:**

10.1 No other matters arising

**11.0 Financial update:**

11.1 KG updated on bank account and this is looking to be set up in the coming week.

**12.0 GDPR related topics:**

12.1 No GDPR topics raised

**13.0 Social Media:**

13.1 Kerry Peat has taken up the role on Social Media for the PTFA.

**14.0 Future events:**

14.1 Sports Day

**15.0 Any other business**:

15.1 No other business raised

**16.0 Date of Next meeting:**

16.1 TBC

Minutes taken by LS - Chair

Approved by RH – Vice Chair