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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:** End of term update and **Location:** 8 Hazel Lane

Current term plans

**Date:** 30th August 2024 **Time: 4**.00pm

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

**KG** (Keith Garrity) Treasurer

**JGS (**Jenny Garrity-Searle)

**In Attendance: KM** (Kevin Mulhall)

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 **RH (**Rachel Hobson) sends apologies for not being in attendance.

1.3 Community days were a huge success and got a lot done, Thank you. Thank you was posted to Classlist and included in the newsletter to go out in September.

**2.0 Formalities**

2.1 Password updates handed to committee Members, **JGS, KG** and **LS** a copy for school and Rachel will be given at the next meeting.

**3.0 Meeting Dates**

3.1 Meeting dates for the coming year were discussed and dates set in the diary for every month, these will go out in a letter to all PTFA members, staff and parents.

3.2 First meeting 19th September @ 4.15pm at the High School

**4.0 Teacher Interest**

4.1 **LS** is going to speak to the teachers to gauge interest in PTFA involvement and encourage the attendance of meetings in person or via google meet.

**5.0 Canvas parents on event ideas**

5.1 **JGS** is going to canvas parents on event ideas and participation for the year to come.

**6.0 Tuck Shop**

6.1 Secondary tuck shop dates to be discussed with the **high school Deputy head**, **LS** will do this

6.2 Tuck shop needs purchasing and stock take of items

6.3 Price list needs making up and printing

6.4 Who is going to be responsible for the tuck shop is to be decided once spoken to the secondary head teacher. Possibly **Toby Mercer** and students.

6.5 Confirm the school council at the primary are going to continue there tuck shop or we are going to take over that or do days of the month the primary are not having a tuck shop.

**7.0 Fund Request from PTFA**

7.1 Fund requests form teacher was discussed and will be given to each teacher at the beginning of term to show them the process. We are aware the form will go missing or be misplaced and more will be needed when funds are requested. **LS** will give forms to all teachers.

**8.0 Fundraising**

8.1 Lottery is in the process of being set up we are waiting on the lottery licence from the council. **JGS** will advise when this has arrived.

8.2 Fundraising app is set up and has been distributed to staff and parents. Continue to share on social media and classlists. Letter to be sent out to parents.

**9.0 Classlist**

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

9.2 **LS** will check all class members are signed up and send letters to parents who are not signed up via school.

**10.0 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 | **Brought forward to 30/08/24** |
| 2.6.1 | 4/6/24 | Organise clean up team following the event | **LS** | 21/6/24 | **Completed** |
| 2.7.2 | 4/6/24 | Contact E-Rooms regarding bands that would be willing to volunteer | **RH** | 14/6/24 | **Void DJ not needed from Engine Rooms** |
| 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 | **Brought forward to 30/** |

**11.0 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 | **Completed by school** |
| 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** |

**12.0 Actions to be Taken Update from 12th June minutes**

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| --- | --- | --- | --- | --- | --- |
| **Agenda**  **Ref** | **Meeting Date** | **Action to be taken** | **Lead** | **Deadline** | **Status** |
| 4.8 | 12/6/24 | Source a Bouncy Castle | **RH** | 28/6/24 | **Completed by KG** |
| 5.1 | 12/6/24 | Stock inventory for the Summer fayre | **KG** | 17/6/24 | **Completed by KG** |
| 6.3 | 12/6/24 | Tuck shop stock to be bought and receipts to be kept | **KM (caretaker)** | 19/6/24 | **Void School provided stock** |
|  | 12/6/24 | Tasks brought Forward from 4th, 6th and 12th June meetings and actioned as appropriate. | **LS** |  | **Completed** |

**13.0 Actions to be Taken**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |  |
| 4.1 | 30/8/24 | Gauge Teacher Interest in PTFA involvement | **LS** | 19/9/24 |  |
| 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 |  |
| 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 Lottery | **LS** | 19/9/24 |  |
| 9.2 | 30/8/24 | Check Classlist pupils that are not signed up and chase | **LS** | 19/9/24 |  |
| 16.2 | 30/8/24 | Parentkind Bank account details to be updated with PTFA bank account | **LS** | 19/9/24 |  |
| 16.3 | 30/8/24 | Easyfundraising Bank account details updated with PTFA bank account | **LS** | 19/9/24 |  |
| 16.4 | 30/8/24 | Set up School Lottery | **LS** | 19/9/24 |  |
| 16.5 | 30/8/24 | Look into Stripe set up | **LS / KG** | 10/10/24 |  |
| 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 |  |

**General Business**

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

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

**15.0 Matters arising:**

15.1 **Head Teacher** involvement to be included in meetings going forward.

**16.0 Financial update:**

16.1 **KG** updated on the bank account status.

16.2 Parentkind needs updating with bank details

16.3 Easyfundraising needs bank account details to be added

16.4 School Lottery needs bank account details to be added

16.5 Stripe needs to be looked at for events and raffles sold on Classlist

16.6 **KG** to speak to **Paul Magee** in regard to seed funding and the expected target date for paying back seed funding.

**17.0 GDPR related topics:**

17.1 GDPR forms have been filled in for parent’s 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

17.2 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.

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

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

**18.0 Social Media:**

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

18.2 **KP** will help run the classlists along with **LS** and **JGS**

**19.0 Future events:**

19.1 Halloween Disco

**20.0 Any other business**:

20.1 No other business raised

**21.0 Date of Next meeting:**

21.1 Thursday 19th September 2024,

4.15PM @ High School Site

Minutes taken by JGS - Secretary

Approved by LS - Chair