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

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

[**maharishischoolptfa@gmail.com**](mailto:maharishischoolptfa@gmail.com)

**01695 729912**

**Minutes of PTFA meeting**

**Meeting:** Halloween Disco Plans  **Location:** OnlineGoogle Meet

**Date:** 10th October 2024 **Time:** 7.00 PM

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

**KP** (Kerry Peet) – Social Media / Admin

**DB** (Dawn Brundige)

**SNN** (Soe Nyi Nyi)

1. **Welcome:**

1.1 KP welcomed everyone to the meeting and apologised on behalf of the chair LS (Lisa Smith) for her absence due to personal reasons.

**2.0 Halloween Disco**

2.1 JGS confirmed the date and time of the disco’s had been finalised,

**Reception, Year 1 and Year 2 – 4.00pm – 5.30pm**

**Year 3, Year 4, Year 5 and year 6 5.30pm – 7.00pm**

**Year 7, 8, 9, 10 and Year 11 7.00pm – 8.30pm**

The location of the disco had been finalised as the **Beacon Country Park on Tuesday 29th October 2024.**

2.2 The balance of £140 for the hall hire remains to be paid. This will be done by the treasurer KG (Keith Garrity).

**3.0 Halloween Decorations**

3.1 What decorations we have was discussed. Devon Bennett has made a entrance sign for the disco. All other members will see what we have and bring to decorate the hall prior to the disco.

3.2 The hall can be decorated the night before the event. JGS, KP, Rachel Hobson, Lisa Smith and Devon Bennett can all do this.

**4.00 Food at the Halloween Disco**

4.1 Hot dogs, Vegan Hot Dogs and Vegetarian Hot Dogs are the food options for the event. LS (Lisa Smith) will provide an update on the exact numbers for each item.

4.2 Warburtons have donated 20 packs of 6 Hot Dog buns totalling 120. We are allowed to purchase 17 more packs costing £8.50 so in total we have 222 Hot Dog buns for the Halloween disco. LS (Lisa Smith) is going to collect the buns from Warburtons.

4.3 Food is going to be served from slow cookers, each having there own slow cooker so no contamination occurs. LS (Lisa Smith), JGS and KP can provide Slow Cookers.

4.4 Treats and crisps are to be purchased. KP is going to purchase these. Any further items of food or drink must be purchased from the venue.

4.5 Juice is provided by the venue at £1.00 per jug to be paid on the night.

4.6 Napkins, Gloves, Plates, sauce are going to be purchased and a receipt provided to the treasurer KG (Keith Garrity) for reimbursement.

**5.00 Fancy Dress**

5.1 There will be a prize for the best fancy dress costume per year group. Sweets will be purchased for these prizes.

5.2 There will be a prize for the best dressed adult at each disco.

5.3 Letters were sent to all parents that age appropriate costumes must be worn.

**6.00 Disco/DJ/Games**

6.1 Jane Smyth is going to run the disco, she will provide all equipment except a microphone which will be sourced by LS (Lisa Smith).

6.2 Musical Statues and Monster Mash will be played as games for the children along with other age appropriate games.

**7.00 Actions carried forward from 30th August 2024**

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| **Agenda**  **Ref** | **Meeting Date** | **Action to be taken** | **Lead** | **Deadline** | **Status** |
| 4.3.1 | 4/6/24 | Poll Parents regarding the most suitable day for summer fayre 2025 | **JGS** | 31/3/25 |  |
| 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 |  |
| 6.2 | 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 |  |
| 16.6 | 30/8/24 | Speak to Paul in regards to seed funding | **KG** | 19/9/24 | **No Longer Needed** |
| 19.1 | 30/8/24 | Organise Halloween Date and Venue | **KG / JGS/ LS / RH** | 19/9/24 | **Completed** |

**8.00 Actions carried forward from 19th September 2024**

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| **Agenda**  **Ref** | **Meeting Date** | **Action to be taken** | **Lead** | **Deadline** | **Status** |
| 4.2 | 19/09/24 | Buying Pay it forward tickets | **LS/KG/JGS/RH** | 31/10/24 | **Completed** |
| 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 | **Completed** |
| 6.2 | 19/09/24 | Confirm a time for the Halloween Disco | **LS** | 10/1024 | **Completed** |
| 6.5 | 19/09/24 | Pumpkin Competition in school. |  | 10/10/24 | **Voided** |
| 6.7 | 19/09/24 | See if decorations can be made in A/S Club |  | 10/10/24 | **Voided** |
| 7.3 | 19/09/24 | Asda Cashpot how to guide posted on Classlist | **LS** | 10/10/24 | **Completed** |
| 7.4 | 19/09/24 | Match funding Letter sent to Parents | **LS** | 10/10/24 |  |
| 8.2 | 19/09/24 | Classlists Staff sign up | **LS/LE** | 10/10/24 | **Completed** |
| 8.3 | 19/09/24 | Classlist Letter for Disco | **LS** | 10/10/24 | **Completed** |

**9.00 Actions to be taken from 10th October 2024**

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| **Agenda**  **Ref** | **Meeting Date** | **Action to be taken** | **Lead** | **Deadline** | **Status** |
| 2.2 | 10/10/24 | Pay the remaining Balance of £140 | **KG** | 28/10/24 |  |
| 3.1 | 10/10/24 | Decorations to be provided by committee members and parents | **LS/RH/JGS/KG/KP/DB** | 28/10/24 |  |
| 3.2 | 10/10/24 | Decorate the Hall | **LS/JGS/KP/RH/DB** | 28/10/24 |  |
| 4.1 | 10/10/24 | Provide Quantity of Hot Dogs, Vegan and Vegetarian Hot Dogs | **LS** | 25/10/24 |  |
| 4.2 | 10/10/24 | Collect Warburtons Rolls and pay £8.50 donation | **LS** | 28/10/24 |  |
| 4.3 | 10/10/24 | Provide Slow Cookers | **LS/JGS/KP** | 28/10/24 |  |
| 4.4 | 10/10/24 | Treats and Crisps to purchase | **KP** | 28/10/24 |  |
| 4.6 | 10/10/24 | Purchase Napkins, Sauce, Plates, Gloves, Bin Bags | **KP/RH** | 28/10/24 |  |
| 5.1 | 10/10/24 | Purchase sweets for fancy dress prizes per class and sweets for games prizes | **KP** | 28/10/24 |  |
| 5.2 | 10/10/24 | Prizes for adults per disco | **LS** | 28/10/24 |  |
| 6.1 | 10/10/24 | Source Microphone for Jane Smyth | **LS** | 28/10/24 |  |

**General Business**

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

10.1 The minutes were approved as a correct record of the meeting proposed by

JGS and seconded by KP

**11.0 Matters arising:**

11.1 No other matters arising

**12.0 Financial update:**

12.1 No financial Updates

**13.0 GDPR related topics:**

13.1 Children and Parents details printed for the event will be destroyed and only held on the classlists app where tickets were purchased

**14.0 Social Media:**

14.1 No Social Media Updates

**15.0 Volunteering:**

15.1 Parents and Teachers have been asked to volunteer for helping at the disco we have a few sign ups.

**16.0 Future events:**

16.1 No Future events were discussed

**17.0 Safeguarding / Health and Safety:**

17.1 Risk assessment has been completed for the Halloween Disco at Beacon Country Park by LS and approved by PM (Paul Magee)

**Any other business**:

No other business

**Date of Next meeting:**

Thursday 14th November 2024 @ 4.15pm High School

@ 7.00pm Online

Minutes taken by JGS - Secretary

Approved by KP – Social Media/ Admin