A logo with a tree and text

Description automatically generated

**Minutes of PTFA meeting**

**Meeting:** Parbold Village Event **Location:** MMB Secondary School

**Date:** 6th February 2025 **Time:** 4.15pm

**Attendees:**

**LS** Lisa Smith (Chair)

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

**KG** Keith Garrity (Treasurer)

**DB** Devon Bennett

**FC** Fiona Casey

**AK** Annali Kench

**TM** Toby Mercer

**AH** Alison Hundley-Appleton

**LE**  LIsa Edwards

**PM** Phil Mitchell (Attended Briefly)

1.0 **Welcome:**

1.1 LS welcomed everyone to the meeting and thanked everyone for their

continued support.

**2.0 Formalities:**

2.1 LS gave AH the code of conduct policies and the conduct acknowledgment

form was signed by all relevant persons who had not previously signed.

2.2 LS introduced the PTFA tab on the school website and told members

everything is on there, minutes, policies, newsletters, Contact details,

Correspondence with parents, and all information relating to the PTFA.

2.3 LS introduced the parentkind quarterly magazine and gave out QR codes for

everyone to have access to the magazine.

**3.0 Head Teachers Report**

3.1 LE raised the mothers day school project and asked if more time can be given

to teachers to allow any activities like this to be fitted into the term as terms

are already busy.

**4.0 Parbold Village Market 27th April 2025 9am - 2pm**

4.1 Parbold Village Market was discussed, the criteria handout of the event was

distributed.

4.2 Names for volunteers on the day was taken and will be chased up around

parents, staff and other PTFA members. LE will ask Staff for availability.

4.3 Food options were discussed and will be confirmed by FC and finalised in

next PTFA meeting.

4.4 A few ideas were:

Pancakes

Cakes (baked by parents)

Pies

Chips

Vegan and Vegetarian Options to be discussed

as well as he usual breakfast menu

4.5 A non uniform day in school was discussed to ask for Tombola donations for

the event. LS to liaise with LE on the best date for this possibly in March.

4.6 AH mentioned a company in wigan ‘furclemt’ who may be able to donate

some of the food items needed. AH would follow up with this.

4.7 Food Hygiene Certification was mentioned as only school staff have this at

the moment. It was mentioned by FC that school would look to see if they

could use schools certification to add on PTFA members to gain their food

hygiene certifications. JGS is going to forward a list of names to FC to look at

this option or PTFA will pay for the members to gain this qualification.

**5.0 Fundraising**

5.1 LS gave an update on the school lottery £300 since October has been raised

for the school with a further £260 given out in prize money.

5.2 LS advised ticket sales had dropped and to remind everyone to share and

sign up to the school lottery. An update on the newsletter will go out and re

sharing on Classlists and other socials.

5.3 FC mentioned it could be a good idea to acknowledge the winners and advise

on the email if they win.

5.4 LS shared easyfundraising and advised this needs re sharing and pushing

also.

**6.0 Secondary school Tuck Shop**

6.1 LS asked TM if there had been any further discussion on the days tuck shop

could be held. TM said Monday lunch was the best days for this.

6.2 LS will confirm with Lisa Walters and LE that this can happen in a Monday

starting after half term. Starting once a month with the possibility of changing

frequency to fortnightly.

**7.0 Secondary school Council update**

7.1 TM raised the issues put forward by the secondary school council and what

they would like to see in and around school.

7.2 These were mostly seating areas for the playground.

7.3 TM raised different events to fundraise for this and is going to send over the

plan from the school council meeting.

7.4 TM raised the issue of benches for the children and offered to try and get

wood donated and the possibility of TM building the benches.

**8.0 Future Events**

8.1 Mothers Day Crafting in school (has been handed to teachers to complete).

8.2 Easter Bingo. Venues to be looked at in the week of 17th -23rd March.

Parbold Women's Institute would be ideal venue. LS will check dates and

confirm the venue.

8.3 Easter Trail was discussed as an event in the Easter Holidays. Two options

having it as a sponsored walk ran by school council children and TM or an

Easter trail hunt between two school sites through the woods and local park

finding clues. This would be completed in family groups with parents with a

prize for the winners. To be discussed in more detail.

8.4 Pancake Day 4th March - pre sell pancakes for consumption in school lunch

time. Organise the pre-selling of pancakes.

8.5 Sponsored Bounce-a-thon was discussed to complete in school. Each child

would have a sponsor form and then class by class would have a certain time

on bouncy castles in school time. This was suggested for the end of term

time. Exact date to be confirmed with school calender.

8.6 Donut Week was discussed for the week of 18th - 24th may. Pre order of

donuts would be essential. Letter to go out nearer the time.

8.7 Father Day school crafts in school to be completed by teachers. Class

fundraising event. Event to be held end of May beginning of June.

8.8 Sports Day event, PTFA will run tuck shop. date TBC with Mrs Lymath

8.9 Summer Fayre date TBC. JGS and LS will canvas parents on which days

would suit best and confirm dates with Newburgh or look at a possible

different location. To be discussed in more detail in upcoming meetings.

8.10 AGM Meeting location to be confirmed with Newburgh or St Teresas for 26th

June, incorporating the evening into a quiz or bingo night.

8.11 Colour run to be organised for the summer holidays towards the middle of

August. DB to organise this.

**9.0 Actions Carried forward from previous meetings**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 7.4 | 19/09/24 | Match funding letter sent to parents | **LS** | 5/12/24 | **Brought Forward to 16th January** |

**10.0 Actions to be taken**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4.2 | 06/02/25 | Volunteers for the Parbold Village Market to be confirmed and arranged | **LS, LE,** | 06/03/25 |  |
| 4.3 | 06/02/25 | Food finalising for the Parbold Village MArket | **LS, KG, JGS, DB, FC,** | 06/03/25 |  |
| 4.5 | 06/02/25 | Non uniform date to be organised and distributed to parents | **LS. LE** | 06/03/25 |  |
| 4.6 | 06/02/25 | Donations asked for from Furclemt | **AH** | 06/03/25 |  |
| 4.7 | 06/02/25 | Food Hygiene names to be passed to Jenny to organise the certification | **JGS** | 06/03/25 |  |
| 5.2 | 06/02/25 | Your school Lottery tickets to be shared to raise more interest. | **LS, JGS, KG,** | 06/03/25 |  |
| 5.3 | 06/02/25 | Acknowledge winners of the lottery in the Newsletter and other social media posts. | **JB (Jake Brundige)** | 06/03/25 |  |
| 5.4 | 06/02/25 | Share easyfundraising on newsletter and Social media posts to raise awareness and gain more supporters | **JB (Jake Brundige)** | 06/03/25 |  |
| 6.2 | 06/02/25 | Secondary Tuck shop to be confirmed with Lisa Walters and LE times are ok with school | **LS** | 06/03/25 |  |
| 7.3 | 06/02/25 | Plans and ideas for the school council playground to be sent over and shared | **TM** | 06/03/25 |  |
| 8.2 | 04/06/25 | Easter Bingo date and venue to be confirmed. | **LS, JGS, DB** | 06/03/25 |  |
| 8.4 | 04/06/24 | Pancake day 4th March needs to be organised and pre ordered. | **LS, JGS,** | 28/02/25 |  |
| 8.5 | 04/06/25 | Sponsored Bounce-a-thon to be discussed to finalise dates and get sponsor forms out | **LS** | 06/03/25 |  |
| 8.6 | 04/06/25 | Donut week, pre order donuts, Date to be confirmed and communicated to parents | **LS, JGS** | 06/03/25 |  |
| 8.7 | 04/06/25 | Fathers Day crafts to be communicated to school in plenty of time | **LS** | 31/05/25 |  |
| 8.8 | 04/06/25 | Contact Mrs Lymath to confirm sports day and time. Communicate to parents ASAP | **LS, JGS** | 30/04/25 |  |
| 8.9 | 04/06/25 | Canvas parents to summer fayre preferred day. | **LS, JGS,** | 06/03/25 |  |
| 8.10 | 04/06/25 | AGM location to be confirmed incorporated with quiz or bingo night | **LS, JGS, DB** | 06/03/25 |  |
| 8.11 | 04/06/25 | Color Run to be planned | **DB** | 31/05/25 |  |
| 17.1 | 04/06/25 | Newsletter to be updated for a termly distribution and include all upcoming events and previous fundraising successes. | **JB (Jake Brundige)** | 09/02/25 |  |

**General Business**

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

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

JGSand seconded by LS

**12.0 Matters arising:**

12.1 Alcohol donations was raised by AH and was discussed that for now the no

alcohol rule applies but this is an issue to be raised in the future.

**13.0 Financial update:**

13.1 Charity Status is being applied for by KG

**14.0 GDPR related topics:**

14.1 No GDPR related Topics

**15.0 Social Media:**

15.1 No Social Media Updates

**16.0 Volunteering:**

16.1 Volunteers needed for Parbold Market Village Hall on the 27th April from 9am

till 2pm. Correspondence to be sent out to confirm help.

**17.0 Newsletter**

17.1 Newsletter is going to be a termly correspondence and include all fundraising

for that term, Events for the year ahead.

**18.0 Safeguarding / Health and Safety:**

15.0 No Updates

**19.0 Any other business**:

16.1 PTFA Storage was discussed and the possibility of sourcing a local garage to

keep all PTFA belongings in the future.

16.2 Teacher request forms for PTFA funding was handed to all teachers to make

them aware of the process if funds are requested.

16.3 LS raised the idea of providing year 6 and Year 11’s with school leavers

hoodies. Parents contribute £10 and the PTFA cover the remaining cost for the Hoodies. This was agreed by other PTFA Committee Members. Letters will go out to parents of the relevant years.

**Date of Next meeting:** March 6th 2025  **Venue:** High School @ 4.15pm

Minutes taken by JGS - Secretary

Approved by LS -Chair