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**Minutes of PTFA meeting**

**Meeting:** PTFA meeting **Location:**  MMB High School

**Date:** 16th January 2024  **Time:** 4.15 PM

**Attendees: RH** Rachel Hobson) Vice Chair

**KG** (Keith Garrity) Treasurer

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

**AK** (Annali Kench)

**DB** (Dawn Brundige)

**TM** (Toby Mercer)

**JB** (Jake Brundige)

1.0 **Welcome:**

1.1 **RH** welcomed everyone to the meeting and apologised on behalf of Lisa

Smith (chair) for her absence due to personal reasons.

**2.0 Formalities:**

2.1 None

**3.0 Head Teachers Report**

3.1 None to Report (Head Teacher not present)

**4.0 Fundraising**

4.1 Parbold Village Market was raised. This is being ran in April and will be

discussed in further details at the next meeting.

**5.0 Fundraising Events**

5.1 Events will be organised for some of the events above however it was

decided that there was not sufficient time to organise a valentines event but it

may be possible for school led crafting /fun

**6.0 Actions Carried forward from previous meetings**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3.2 | 14/11/24 | Lottery to be Advertised | **LS** | 30/11/24 | **Completed** |
| 3.4 | 14/11/24 | Parbold Village Fair Volunteers to be confirmed | **LS** | 31/03/24 | **Completed** |
| 4.1 | 14/11/24 | Match Funding Letter Sent | **LS** | 5/12/24 | **Completed** |
| 5.1.4 | 14/11/24 | Balance of the Hall Hire to be paid on the day | **KG (Keith Garrity)**  **LS** | 5/12/24 | **Completed** |
| 6.1 | 14/11/24 | DJ to be organised | **AO** | 5/12/24 | **Completed** |
| 6.2 | 14/11/24 | Own Clothes Days to be Discussed | **LS/ LE (Lisa Edwards)** | 18/11/24 | **Completed** |
| 6.3.1 | 14/11/24 | Santa with DBS needs organising | **RH** | 5/12/24 | **Completed** |
| 6.3.2 | 14/11/24 | Games to be made | **DB/TM** | 5/12/24 | **Completed** |
| 6.3.3 | 14/11/24 | Confirm Snow Globe and pay deposit | **LS** | 20/11/24 | **Completed** |
| 6.3.4 | 14/11/24 | Organise Bouncy Castle | **DB** | 20/11/24 | **Completed** |
| 6.3.5 | 14/11/24 | Organise Teddy for Guess the Teddy | **LS** | 5/12/24 | **Completed** |
| 6.3.6 | 14/11/24 | Organise Face Paints / Tattoos | **LS** | 5/12/24 | **Completed** |
| 6.3.7 | 14/11/24 | Check school staff room for stock | **LS/ DB** | 25/12/24 | **Completed** |
| 6.3.8 | 14/11/24 | Print Santa Letters and get postbox | **DB** | 5/12/24 | **Completed** |
| 6.3.9 | 14/11/24 | Make Salt Dough Crafts | **SP/RN** | 5/12/24 | **Completed** |
| 6.3.11 | 14/11/24 | Get Tombola Wheels and Raffle Tickets | **LS/DB** | 25/11/24 | **Completed** |
| 6.3.12 | 14/11/24 | Organise Ralph and Daisy Photo Booth | **LS** | 5/12/24 | **Completed** |
| 6.3.13 | 14/11/24 | Purchase Food | **LS/DB/RH/KP(Kerry Peat)** | 5/12/24 | **Completed** |
| 6.3.14 | 14/11/24 | Make Curry and Rice | **RH/ DB** | 5/12/24 | **Completed** |
| 6.3.15 | 14/11/24 | Make Santa Lost treasure Map | **D of E** | 5/12/24 | **Completed** |
| 6.3.16 | 14/11/24 | Advertise event and Advertise to Vendors | **LS/DB/FC** | 25/11/24 | **Completed** |
| 6.3.17 | 14/11/24 | Raffle Ticket Books to be ordered. Prize for the most sold | **LS** | 20/11/24 | **Completed** |

**7.00 Actions to be Taken**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 | **Brought Forward to 16th January** |
| 7.4 | 19/09/24 | Match funding letter sent to parents | **LS** | 5/12/24 | **Brought Forward to 16th January** |
| 9.1 | 6/01/25 | Liaise with business manger for Musical instrument request | **JGS** | 28/02/25 |  |
| 9.2 | 6/01/25 | Communication newsletters to be communicated regularly | **JB** | 28/02/25 |  |
| 9.3 | 6/01/25 | Liaise with high school student council for plans going forward | **TM** | 6/2/25 |  |
| 10.2 | 6/01/25 | Investigate charity status application | **KG** | 28/2/25 |  |
| 14.6 | 6/01/25 | Parbold Village Market Volunteers | **ALL** | 6/2/25 |  |

**General Business**

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

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

**JGS** and seconded by **RH**

**9.0 Matters arising:**

9.1 A request for funding has been received to purchase musical instruments for

the school. The PTFA are currently exploring the opportunity to match fund

with UMUKSF (Universal Music UK Sound Foundation). **JGS** will liaise with

Paul Magee the school business manager.

9.2 Communication Plan -Getting more parents and teachers involved in the

PTFA was discussed. **JB** has agreed to lead on developing communications

going forward. He will liaise with Kerry Peat who has been sharing

information on social Media.

9.3 High School Student Council - **TM** provided feedback from the high school

student council. They are keen to see the development of the playground

with more seating, colour and opportunities to play being the main themes.

The whole school are being asked for their opinions and **TM** will provide an

update in the next meeting.

9.4 Promoting the PTFA to local community through low or no cost community

events and get togethers including incorporating the PTFA meetings into a

social gathering, making it clear that children are welcome at meetings and

rotating the venue for meetings.

**10.0 Financial update:**

10.1 Summary of income and expenditure relating to the first term of 2024/2025 for

Maharishi PTFA was shared with committee showing current PTFA funds of

£2889.67.

10.2 Income for the period was £4,233.23, the opportunity to apply for charitable

status will be investigated by **KG.**

10.3 The costs associated with each event have been grouped into main cost

pools to enable analysis of costs. New forms have been developed to track

spending to make this task easier in the future and to satisfy audit

requirements when applying for charitable status.

10.4 Finance Report: Below

|  |  |  |
| --- | --- | --- |
| **Summary of income and expenses for Maharishi PTFA 2024/25** | | |
|  |  |  |
| **Income** | Income generated from fundraising events | £3,899.63 |
|  | School lottery | £333.60 |
|  | Easy Fundraising (1) | £0.00 |
|  | Asda Cashpot (2) | £0.00 |
|  |  |  |
| **Total Income** | | **£4,233.23** |
|  |  |  |
| **Expenses** | Costs relating to fundraising events | £1,285.28 |
|  | Costs associated with lottery | £40.00 |
|  | Donations to the school | £0.00 |
|  | Money spent advertising PTA events | £0.00 |
|  | Administration costs | £18.28 |
|  | Volunteer expenses | £0.00 |
|  |  |  |
| **Total Expenses** | | **£1,343.56** |
|  |  |  |
| **PFTA funds** | | **£2,889.67** |
|  |  |  |
| Cash in hand and bank | | £2,913.44 |
| Difference (3) | | £23.77 |
|  |  |  |
| Notes |  |  |
| (1) Easy fundraising £98.89 raised as at 15/01/2025 | | |
| (2) Asda cashpot £333.32 raised | |  |
| (3) Accrued costs £17.95 direct discount and £5.82 post office | | |

**11.0 GDPR related topics:**

11.1 No GDPR related Topics

**12.0 Social Media:**

12.1 No Social Media Updates

**13.0 Volunteering:**

13.1 No Volunteering updates

**14.0 Future events:**

14.1 **RH** shared a framework of events for 2025:

14.2 Valentines Day - February

14.3 Mothers Day - March

14.4 Easter - April

14.5 Earth Day

14.6 Parbold Market Kitchen - April

14.7 May Day - May

14.8 Fathers Day - June

14.9 Summer Fayre - June/July

14.10 Sports Day - June/July

14.11 World Meditation Day

14.12 Halloween - October

14.13 Bonfire Night - November

14.14 Christmas - December

**15.0 Safeguarding / Health and Safety:**

15.0 No Updates

**16.0 Any other business**:

16.1 No other business

**Date of Next meeting:**

**Thursday 6th February 4.15 PM**

Venue TBC

Minutes taken by JGS - Secretary

Approved by RH - Vice Chair