



# Maharishi School

PARENT TEACHER AND FRIENDS ASSOCIATION

Maharishi School Parent, Teacher and Friends Association

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## Minutes of PTFA meeting

**Meeting:** Christmas Fayre                      **Location:** High School

**Date:** 14<sup>th</sup> November 2024                      **Time:** 4.15 PM

**Attendees:** **LS** Lisa Smith (Chair)  
**RH** Rachel Hobson (Vice Chair)  
**DB** Devon Bennett  
**FC** Fiona Casey  
**TM** Toby Mercer  
**RN** Rhoda Newton  
**SP** Sharon Palmer  
**AO** Audrey O'Neill  
**AH** Alison Hundley-Appleton

### 1.0 Welcome:

1.1 **LS** welcomed everyone to the meeting and apologised on behalf of Keith Garrity (Treasurer) and Jenny Searle-Garrity (Secretary) for their absence due to personal reasons.

### 2.0 Formalities

2.1 **LS** gave policies to **SP** and **RN**.

2.2 The policy agreement was signed by **SP**, **RN** and **DB**

### 3.0 Fundraising

3.1 **LS** gave an update on the ASDA Cashpot fundraising having 16 days left and the pot is currently standing at £280.04

3.2 **LS** advised the School Lottery was still going well but tickets were falling from last month and asked everyone to push the Lottery again. **LS** will also advertise this more on social media and classlists.

3.3 The Christmas class designs were raised by **LS** and advised that Lucy Andrews had organised these and were all completed by the classes in the Primary Phase and designs were getting sent to parents to order with a deadline of 19<sup>th</sup> November 2024.

3.4 Parbold Sunday Market was raised by **LS** as another fundraising event due to be held next year. The date of 27<sup>th</sup> April was agreed and as many parents, teachers, family and friends are going to be asked to attend or help for an hour. The event runs from 9.00AM – 2.30 PM. The PTFA will be running the kitchen and the entrance and all profits made on the door and kitchen will be kept by the PTFA.

#### **4.00 Matchfunding**

4.1 Match funding was raised and a letter will be sent to parents and staff to encourage them to ask their places of work, family and friends if this is something they can help with.

#### **5.00 Christmas Fayre**

5.1 The Christmas Fayre was discussed and confirmed.

5.1.1 **Venue:** **St Tereas's Church, Upholland**

5.1.2 **Date:** **5<sup>th</sup> December 2024**

5.1.3 **Time:** **4.00 PM – 8.00 PM**

5.1.4 **Cost:** **£60 to be paid on the day.**

#### **6.00 Stalls/DJ/Games**

6.1 **AO** is going to ask her husband about being a DJ for the event.

6.2 Own Clothes Days to be discussed with Mrs Edwards

6.3 Stall Discussed were:

6.3.1 **Santas Grotto** - Needs to be DBS checked **RH** is going to ask a friend. Photos are to be taken by parents children are to see Santa and receive a gift. Selection boxes are trying to be sourced for Donation)

6.3.2 **Feed the Snowman, Ring the Reindeer and Snowball in a bucket – DB** is making these and **TM** is supplying the wood.

6.3.3 **Snow Globe - LS** has organised this and £60 Deposit to be paid on booking and the remaining £60 on the day.

6.3.4 **Bouncy Castle – DB** organising this

6.3.5 **Guess the name – LS** is going to purchase a teddy and organise the names

- 6.3.6 **Face Paint and Tattoos – LS** is going to ask Jen and Mrs Lunn. Isabela in Y11 is also going to be asked.
- 6.3.7 **Bric a Brac – DB and LS** are going to check school Staff room for stock and own clothes day for donations.
- 6.3.8 **Santa Letter Writing** – letters printed to use and **DB** is going to supply the post box.
- 6.3.9 **Salt Dough Crafts- SP and RN** are going to run with this.
- 6.3.10 **Stocks Snowball at a Teacher**
- 6.3.11 **Tombola –** Tombola wheels need getting from school
- 6.3.12 **Ralph/Daisy Photo Booth – LS** to ask Mr Lowry and Trish for approval
- 6.3.13 **Food –** Food to be organised and purchased
- 6.3.14 Curry to be made **RH and DB** organising this
- 6.3.15 **Lost Santa treasure Map** (ran by D of E)
- 6.3.16 Outside Vendors can attend and have a stall for the price of £20. Stall vendors will be approached and given the opportunity to book a table.
- 6.3.17 Raffle Tickets will be ordered and sold, a prize for the class who sell the most

#### 7.00 Actions carried forward from 30<sup>th</sup> August and 19<sup>th</sup> September 2024

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	<b>JGS</b>	31/3/25	
4.1	30/8/24	Gauge Teacher Interest in PTFA involvement	<b>LS</b>	31/10/24	<b>Completed</b>
5.1	30/8/24	Canvas Parents on Event Ideas	<b>JGS</b>	31/01/25	
6.2 5.2	30/8/24 19/09/24	Purchase tuck shop items and start inventory of items	<b>LS/KG</b>	5/12/24	
6.3	30/8/24	Price List for Tuck shop		5/12/24	
7.4	19/09/24	Match funding letter sent to parents	<b>LS</b>	5/12/24	

#### 8.00 Actions to be taken from 14<sup>th</sup> November 2024

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

## 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

LS and seconded by RH

**11.0 Matters arising:**

11.1 Donations of alcohol was raised and why it is allowed to be given to teachers as gifts and at teacher school nights out. **LS** will speak with Mrs Edwards and obtain the Governor meeting minutes to give an answer to this.

**12.0 Financial update:**

12.1 No financial Updates

**13.0 GDPR related topics:**

13.1 No GDPR related topics

**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 Christmas Fayre we have some offers of help already.

**16.0 Future events:**

16.1 Mince Pie Mingle was discussed on the 12<sup>th</sup> December and any left over donations of Mince pies will be used for the event.

16.2 The Tuck shop will be running on the Mince Pie Mingle serving Hot Drinks also

16.3 Dcorations from the Christmas Fayre will be used at the mince Pie Mingle to decorate the playground.

16.4 Raffle will be drawn at the Mince Pie Mingle on the 12<sup>th</sup> December 2024.

**17.0 Safeguarding / Health and Safety:**

17.1 Health and Safety, Risk assessment will be completed for the event by **LS**.

**18.0 Any other business:**

18.1 No other business

**Date of Next meeting:**

Thursday 16<sup>th</sup> January 2024

@ 4.15pm High School

@ 7.00pm Online

Minutes taken by

LS - Chair

Approved by

RH – Vice Chair