

# Minutes of the Manor Fields School Association

## AGM

Wednesday 12<sup>th</sup> October 2016

**Present:** Kate Dordoy, Emma Nicholson, Cheryl Barber, Susannah Doughty, Jen Giffen, Claire Crispe, Holly Bonney, Sandra Allman, Abbi Blakey, Alex Tredgett, Rachel Jackson, Sarah Moore, Samantha Bush, Alison Reader, Phillipa Laskey, David Frewin, Scott Colgate, Jo Clark, Helen Spencer, Allison Smith, Anastasia Rubidge, Vicky Rossiter, Natasha Smith, Lara Wheeldon, Vanessa Gallant.

**Apologies:** Jane Ramsey, Sally Warner, Sarah Williams, Ruth Novitt, Nishma Sharma, Helen Clark

### 1. Chair's Report: Recap of the Year 2015/2016

- A good year with the two discos, football tournament, Summer Fayre, Christmas Bazaar, etc.
- The Summer Fayre was held on a Friday (usually on the weekend). Attendance was good with a few more help from the staff as it was straight after school. Although takings were approx. £1k less than previous year, it had good tickets sales and turnout. The Christmas Bazaar was held on a Sunday for 3 hours - there were difficulties in obtaining helpers for the stalls.
- The Chairs gave thanks for all the help over the two years whilst they have been in position.

### 2. Improvements / Notes for 2016/2017

- At the beginning of the previous year the teachers offered to run an **Early Years disco** (older years are organised and run by the PTA). **Claire to liaise with Ms Jarman / nominee teacher**
- Issue with the PTA funds not being spent / requested by the School. Possible issue of requests not being actioned. The Chairs suggested for a **formal process for requests** to be considered by the PTA and offered to the School to enable requests to reach the PTA.
- The Chairs suggested the PTA request for a **Staff Liaison**, one individual from the School for the PTA liaise directly with for all PTA matters. A senior member of staff would prove very beneficial, such as Mrs Smith, Deputy. This may also assist with the above referenced **formal process for requests**.
- There are known large 'wish list' items from Ms Jarman such as the playground surface re-printing and a climbing wall for Yr5 and Yr6. However, we have not seen any small requests come through.
- There are activities which the PTA pays for regularly; **Cycling Proficiency** for Yr5, **Yr 6 Leavers Books** and **Ice Lollies** for Sports Day.

### 3. Treasurer Report

- Susannah gave a summary for the year of the total income, expenditure and donations back to the School which included the **Stage, EY Block** and **Cheerleading outfits**.
- Approx. **£17k** funds are remaining to be carried forward.
- It is to be noted that the PTA should retain monies for the above referenced regular expenditure and around £4k for floats; so in total to retain £7k.

### 4. Change in Core Members

The current Core has worked hard over the past two years and would like now to offer these roles to other members of the PTA.

For the PTA to run, four named members are needed to make up the Core; Chair, Treasurer and Secretary.

|                    |  |         |
|--------------------|--|---------|
| <b>Chair:</b>      | <b>Samantha Bush</b> (nominated by Abbi, second by Lara)   | ELECTED |
| <b>Vice Chair:</b> | <b>Claire Crispe</b> (nominated by Jen, second by Natasha) | ELECTED |
| <b>Treasurer:</b>  | <b>Natasha Smith</b> (nominated by Kate, second by Lara)   | ELECTED |

**Secretary:**     **Alex Tredgett** (nominated by Susannah, second by Lara)             ELECTED

It is noted that Anastasia Rubidge will be joint treasurer and Nishma Sharma will be joint secretary.

## 5. Year Ahead 2016/2017

### a) Christmas Fayre

- It was requested for funds to be spent on Santa's costumes
- Ms Jarman has requested for the Christmas Fayre to be held after school (rather than on a weekend) due to the School currently not having a permanent caretaker
- Possible dates were discussed and it was requested for local events to be researched to ensure there are no obvious clashes. Possible date was suggested as **Friday 9 Dec**
- Some activities can be completed on the days leading up to the Fayre, however, the retention of alcohol for the tombola must be on the day of the event and will require ticketing
- To hold a specialised Christmas Fayre PTA meeting on **Wed 19 Oct** to begin the planning

### b) Giving Machine

- Rachel emphasised this as a great fundraiser
- Users buy something at an online shop via TheGivingMachine, the purchase automatically generates a sales commission which goes directly to the School (as a not-for-profit organisation, they turn the commission generated into a charitable donation).
- This is **Free Money** and just needs to be publicised more

### c) Portrait Day

- 20 November. Family photo day where commission is received from the orders. **Natasha to lead** and liaise with **Alex** for scripting **Parentmail**.

### d) Chickens and Pond

- Mr Clarke (Forrest School) had requested for chickens to be funded for an extension to the Forrest School. **Claire** also suggested a pond. **Claire to investigate further**

### e) Communications

- It was requested that the minutes are publicised on the School's website
- New Facebook group Manor Fields MFSA (PTA) has been created for initial point of communication within the PTA
- It has been requested we communicate where the funds are spent, it was recommended we could utilise the notice boards more (outside the main entrance and next to Yr 5 classroom)

### f) Cake Sale

- **Helen** has offered to complete a cake sale again this year

### g) Library

- **Lara** requested for a small donation towards the improvement to the School library, including spending a few pounds on bags of second hand books from charity shops, posters, shelf dividers, etc.

### h) Netball Kits

- **Phillipa** discussed the current upgrade of the netball kits and that there are some outstanding items yet to be purchased. Proposal to reimburse the School on what has already been spent and budget for the remaining items. **Anastasia** has offered that her work can assist with this.

### i) Cycling Proficiency

- Kate discussed communication from **Jane Ramsey (absent)** who has advised the tight turn around on booking the external company once they release their available slots
- It was suggested possible cost savings may be had if parents were trained up rather than using external company, however, training would be required for four positions and we would also need annual insurance

### j) Goal Nets

- **Lara** raised the requirement for new football goal nets and how the new type of nets would be better quality than the existing ones
- k) **Quiz**
  - As suggested the previous year. To ensure that there is no clash with other local quizzes. Possibly to take place in **April**. **Alex** to investigate further
- l) **Car boot Sale**
  - Possible event for the year. Previously had a good return from this event when held in the past. Linked to the sale of second hand wellies and bikes
- m) **Movie Night**
  - Proposed as an event for the year. Or similarly an Open Air Cinema on the field for a family event. **Holly** to investigate further
- n) **Nuclear Rush**
  - **Abbi** advised several parents have already signed up for the endurance event in May 2017 which can be a fundraiser for the School via sponsorship. **Abbi** to liaise with **Alex** on scripting a Parentmail.
- o) **Brand awareness**
  - **Alex** proposed to come up with some suggestions for a tag line or icon for the MFSA brand to increase awareness within the School and amongst the parents
- p) **New Parents**
  - **Alex** offered to conduct the 'New Parents' talk again in July to encourage new parents to become MFSA members by signing up when they attend the School's talks hosted by EY

**6. Next Meeting: MSFA Christmas Fayre Planning: Wednesday 19 October 2016. 7.30pm Mobile classroom.**