

**Manor Fields School Association EGM (Extraordinary General Meeting)**  
**Thursday 19<sup>th</sup> January 2017**  
**Venue: Manor Fields School**

**Attendees**

Claire Crispe (CC), Holly Bonney (HB), Lara Wheeldon(LW), Vanessa Gallant (VG), Judith Ericksen (JE), Helen Spencer(HS), Natasha Smith (NS), Anastasia Rubidge (AR), Abbi Blakey (AB), Vicky Rossiter (VR), Michelle Davies (MD), Sandra Allman (SA), Alex Tredgett (AT)

**Apologies**

Nishma Sharma, Jo Clark, Sarah Moore, Cheryl Barber, Ruth Novitt, Lesley Winstanley, Michelle Ringe

**Agenda Summary:**

- ✓ **Voting of Chair and Vice-Chair**
- ✓ **Recap of Past Events**
- ✓ **Treasurer's Report**
- ✓ **Future Events (Planned)**
- ✓ **Future Fundraising Ideas**
- ✓ **Future Investment Options**
- ✓ **AOB**

**Voting of Chair and Vice-Chair**

This EGM has been called as due to unforeseen circumstances, unfortunately Samantha Bush has had to step down from the role of MFSA chair. We wish Sam all the best. The MFSA therefore needs to appoint a new Chairperson. Claire Crispe (CC) has been acting in this role since last term and is prepared to take on the role of Chair. CC was proposed by Lara Wheeldon and seconded by Anastasia Rubidge (AR). CC said that her aim as chair was not only to raise funds for the school and our children but also to build on the development of the school community and an ethos of collaboration between the school, parents and children alike.

CC was MFSA vice-chair (as voted in at our AGM). Having taken on the chair role, a new vice-chair is required. Abbi Blakey (AB) agreed to stand for this position. She was proposed by Alex Tredgett (AT) and seconded by AR.

**Recap: Events in 2016/17 to date**

**Christmas Fayre Recap**

The main event held in this academic year was the Christmas Fayre. This was well attended and raised £3,695.05 for the school. AR advised the slight change in this figure was due to expenses that were supplied late. The event was overall a great success. Well done to all involved.

**What worked well:**

- Fantastic amount of money raised, and well organised event thanks to all those who helped out before and on the day.

- The reindeer (this was a star attraction), the location (and set up) of the secret room. The teachers encouraged the children to be independent and they really enjoyed this. Wine tombola/chocolate tombola – the location worked well for this at the back of the room, it was also good to site all of the external stalls together so that everyone had an “equal” pitch to sell their goods. We had planned for 6 stalls but 6 arrived on the day. This actually worked well so we should plan for 6 stalls next year.
- Suggestion: Can we start collating details of any stalls that we think would be good for the Christmas Fayre throughout the year therefore having a good choice to approach.
- Suggestion: Can we engage with the Year 6s and all the school councillors to look into what stalls they’d like in the school at the Fayres. Also ask Year 6s to design their own stall and man them on the day, to get them involved.

#### **Areas to improve upon:**

- the reindeer timings could be altered e.g. have them for the last 2 hours of the event and make this clear on any advertising.
- Reindeer hot chocolate – unfortunately these didn’t sell well (we had a lot of units) so though they were really lovely we might need to consider reducing the number for future and also consider where / how we sell them best e.g. in the secret room?
- Too many cakes and mince pies vs. not enough lucky bags. Next year we can change which years are asked to provide which items, to balance this out.
- PA system: We need to know how it works properly. LW suggested speaking to Mandy Ridgewell. It was also the case that senior leadership from the school who can use the system were unfortunately unable to attend the Fayre as they have this knowledge. We should also test it the day before an event.
- Raffle: it was suggested that we announce the results in the main hall but keep the prize stall where it was this year as it worked well, and people walking past bought tickets having seen the great display of prizes available.
- The following stalls: Santa’s chimney, lucky bags, lucky carrot dip: we need to ensure the rules are really clear so that the helpers know how to run these stalls

#### **Actions:**

- **All: Submit details of any potential stall holders that we can use throughout the year. If you add a photo e.g. of their business card or their stall in action, Anastasia can add this to a dropbox folder and have a spreadsheet ready for review as needed.**
- **CC: Speak to the school re engaging school counsellors/ year 6 to get involved with the stalls for future Christmas Fayre / other events e.g. Summer Fayre.**

#### **Other recent events:**

- Clothing collection
- Reception disco
- Portrait day

All of these went well and thanks to all involved in organising these for the school. We want to put a visual in the school newsletter (e.g. a photo of an event, and of any purchases we can make as a result). These should also be put onto the noticeboards.

#### **Actions:**

- **(CC) Ensure the next newsletter mention: Basketball hoops, Life Bus, Blue Peter Book Awards and Joffre White books**
- **(AT) Request (via MF community and Parentmail) the list of infant books that Miss Stott has compiled. Some have been ordered as new but second hand copies are also welcome. We need to make it clear that the reason we fund books is that school funding for books is**

**spent on topic books and the key “learn to read” books; therefore, we are supplementing the library stock with bonus books to add fun and engage the children with a good variety of options**

## **Treasurer’s Report**

Overall since the football tournament we have raised £5,640.56 and spent £2,613.66 with a current bank balance of £21,109.51.

This includes spending on:

- Polo shirts £480.00
- Reindeer £250.00
- New library books £1,426.68

The School disco cost included investment in items for next time such as glitter tattoos that we have left for this year. Even with the extra expenses last year we still made a profit of £845.41. A huge thank you to Tabitha for organising this great event every year.

We will also be funding ducklings at a cost of £250 plus VAT.

We are keeping aside (on an annual basis) money for the following:

- Life bus £1,800
- Leavers books £600
- Cycling proficiency £1,500
- A float for events £2,000

Overall we will always keep a rolling float of £6k.

Money has been raised since October from the following events: Christmas Fayre, Football tournament, school disco, portrait day, reception disco, clothing collection and Christmas Cards (Helen Spencer has agreed to take over from Ruth Novitt for next year – thanks to Ruth for all her work on this).

There has been a request for funds for waterproofs but this was unclear as to whether these have already been purchased.

**Action: (AR and NS) Put an expenses deadline in place post-event to ensure costs are factored in quickly when looking at money raised**

**Action: (AR and NS) set up a process between MFSA and the school for fund requests so that we agree a spend in advance and can help source the best price for items.**

**Action: (AT and CC) put a request in the newsletter / on parentmail for an accountant to assist the treasurers**

### **Future events (already planned/agreed)**

- Tea towels: suggested for end of the year (Summer term)
- Life Bus: This is a PHSE event that will cost circa £1,800. It will come to the school each year as part of a life skills week, where the bus is available as a facility during the week.
- Talent show: this has been a year 6 led event however we are looking to sell tickets to parents for a showcase, for after half term. Continue to liaise with the staff / year 6 team to organise this. It was suggested that we could have a performance at the talent show by those who didn’t make the final as parents would be likely to want to attend if their child(ren) are performing on the day
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**Action: (CC) approach school music provider for 1<sup>st</sup> prize (music lessons) and also ask Disco Divas, Jenny Myhill for 2<sup>nd</sup> and 3<sup>rd</sup> place prizes for the talent show.**

HEMAT: the new academy team are planning to attend the school and give a talk to parents. It is suggested that the MFSA provides refreshments for this event. We discussed charging £1 for cans, £1 for water, £2.50 for a glass of wine and 50p for tea/coffee.

**Action: LW to check the prices that H&E charge at these sort of events**

New parent days: AT and Nishma did a presentation about the MFSA at the new parent meeting for reception. This was great and people signed up to get involved. Could we also provide tea and coffee? The attendees felt this should be free of charge but raises our profile. Could we also put up a banner?

**Action: (AT) to investigate getting a MFSA banner**

Mother's Day event; Michelle Ringe is organising this event. It will be on 23<sup>rd</sup> March 7-9pm. It will include external stalls, a drink on arrival, and a disco for £5/6 on the door.

**Action: (AT) contact Andrea Thorpe and Louise Salisbury (Graphic Designers) re using designs from previously that we can re-use for banners, posters etc.**

It was suggested by Sandra that we could look to put up laminated signs against items in the school that the MFSA has invested in as this also helps raise our profile within the school and e.g. new parents walking around can see how we have contributed and see the benefits of joining and getting involved.

Catwalk – this was mentioned as an idea for the Mother's Day event but not clear we wanted to pursue this.

It was agreed by the meeting that we did not want to ask parents to donate wine/chocolate for the Mother's Day event as we do this regularly during the year so we want to offer this as an event without needing parents to give something (and also as it is only for mums not for all parents).

**Action: (All) if anyone has other ideas for Mother's Day or Father's Day activities please add to the MFSA Facebook page e.g. ceramic hearts and pottery painting. We can look into these further at our next meeting.**

Litter pick: This is proposed for 7<sup>th</sup> March 2017. The meeting agreed we should invest in 10 of our own litter pickers so that we can access them during the year; we will however want to approach TUBS (Tidy Up Bishop's Stortford) as normal to borrow extras on the day. JE kindly agreed to liaise with TUBS.

**Action: CC to speak to the school leadership team to confirm that the proposed litter pick date is ok.**

Clothing collection: This will be organised again soon. CC is in discussion with the company. The meeting felt that we get 3 dates agreed that parents can bring items to put into the MFSA lock up. There was a discussion about using old uniform that isn't suitable for the collection, to make MFSA bunting.

Tidy up the MFSA lockup: a date was agreed of 25<sup>th</sup> March to tidy this, there needs to be a stock take on this date too.

Website and adding MFSA items to it: At the moment, we find it difficult to have items added to the website. We have been advised that we should not have our own site (that the school site could link to)

**Action: AT to speak to Liz in the office about how we move forward.**

#### **Ideas for fundraising (future events/activities)**

Proposal for class reps: to ensure that each year group has a fair chance to have their voices heard and can request funding from the MFSA we would like to revisit the idea of class reps. This person can liaise with the teacher and MFSA to put forward the ideas. Holly suggested that if a parent doesn't come forward perhaps we can ask for a rep who is a student in that class which will engage them in the process.

- Fundraising options for Easter:
  - Easter bunny egg hunt
  - Plant a bulb
  - Easter bonnet competition
  - Decorate an egg
- Movie night (in the Summer, date tbc subject to leaver's event)
- Blue Peter Garden?
- Celebrity connections: Michelle volunteered to look at this e.g. name Brian Turner mentioned. Can we make use of any connection to attract people to events?
- Currency day (after holidays, bring in old currency to donate)
- Quiz night (suggestion: Phil and Sandy as quizmasters?). Suggested date: 22<sup>nd</sup> April
- Summer Fayre (suggested date either 8<sup>th</sup> or 9<sup>th</sup> July)
- Roller party (currently Birchwood host a Razza Roller Disco on a Sunday, <http://razzarollerdisco.co.uk>) – could we offer a roller disco to Key Stage 2

**Action: All – can we invite friends who are parents at the school to join the MF community page as this is where we should share and request information, ask for ideas etc. This Facebook page is aimed at parents across the whole school.**

#### **Future investment options**

There has been a request for funds of circa £1,500 for children moving from reception to year 1 to have an area. We are awaiting more details of this request and will propose it as we do with all requests.

**Climbing wall:** CC and AB met with Mrs Smith (deputy head) and some school councillors to review options for a school climbing wall (traverse wall i.e. Across rather than up high!) AB is costing up with manufacturers; likely to be in the region of £3k but could be more depending on quotes and any extras e.g. murals, extra matting if required.

**Nurture room:** this would be a space for children who need quiet time, who would benefit from a space to chill out, take a breath etc. and can be kitted out appropriately. CC is in discussion with Mrs Neary (who runs a nurture group at the school) about this.

**Football nets:** the nets need repairing however it has been noted that the external PSD company uses our nets and yet we still are being looked at to invest in repair/replacement. It was suggested that we talk to Alison Read/Philippa Laskey about the next steps.

#### **AOB**

It was suggested that we all keep an eye out for events, ideas and competitions that we can get involved in. One idea mentioned by Judith was the 500 word Radio 2 competition, which is now open for entry, for all 5 – 13 year olds:

<http://www.bbc.co.uk/programmes/articles/13FxbKI0D1DP80zvWRgw2CK/submit-your-500-words-story>

**Action: Claire to ask Mrs Smith if we are able to promote this competition which runs until 23<sup>rd</sup> February**

**Next meeting date:**

Tuesday 21<sup>st</sup> February (at the school)