

**Manor Fields School Association (MFSA)**

**Committee Meeting**

**Tuesday 21<sup>st</sup> February 2017**

**Venue: Manor Fields, Mobile Classroom, 7.30pm**



AGENDA	ACTIONS/UPDATE	OWNED BY
<b>Attendees:</b>	Claire Crisp(CC), Abbi Blakey(AB), Natasha Smith(NS), Anastasia Rubidge (AR), Alex Tredgett (AT), Sarah Moore(SM), Cheryl Barber, Helen Spencer, Lesley Winstanley, Lara Wheeldon	
<b>Apologies:</b>	Vanessa Cooper Gallant, Rachel Jackson, Ruth Novitt, Allison Smith, Susannah Chinsky	
<b>Chair's Update:</b>	<p><b>Ideas / Promotions:</b> All ideas for fund raising are to go through Claire including promotions to ensure they are coordinated with the school</p> <p><b>Lost Property:</b> To prioritise her time as Chair, Claire will no longer be assisting with the school's lost property. <b>Action: Lara</b> to seek assistance from Cindy and/or Judith</p>	Claire
<b>Vice Chair's Update:</b>	<p><i>"Since our last MFSA meeting I have been getting to grips with the role of vice chair which I see as supporting the chair in any decision making, and deputising for her as needed. Claire and I have met with Mrs Smith (Deputy) a couple of times which has been great in terms of getting to understand the demands on her, the school and staff, and starting to get an understanding of where the priorities are for any involvement and funds from MFSA.</i></p> <p><i>So, in month 1 I think we are working well as a team and I am glad to be a part of it so far! To all of you, thanks for supporting us and sharing your time and ideas. Please keep spreading the word about the events we have coming up (e.g Mother's Day and Quiz night) plus giving your support and input into initiatives (e.g the nurture room, the new suggestion box, and the idea of class representatives)."</i></p>	Abbi
<b>Treasurer's report:</b>	No event since last meeting No new major expenditures to report	Anastasia/Natasha
<b>Events - Recap:</b>	No events held since last meeting	
<b>Events - Future:</b>	<p><b>MF Got Talent Showcase to Parents – 22 Feb 1.30pm</b> Abbi to liaise with Disco Divas for two prizes, Claire to liaise with Drum truck, additional prizes for runners up. Sweets organised for all taking part. Squash and plastic cups purchased for refreshments. <b>Action:</b> Float to be provided by Treasurers.</p> <p><b>Litter Pick – 7 March 9am</b> Observer is confirmed for including a piece in the paper on this. Need to take pictures, and provide info from the day and they will publish. <b>Sarah</b> offered to write small piece covering the school adding back to the community for the paper <b>Action:</b> <b>Claire</b> to liaise with Mrs Smith re photo permission of children whose artwork is in the tunnel.</p> <p><b>HEMAT – 15 March 6.30pm</b> Refreshments to be served before and during the break provided by us. Crisps have been bought. Alcohol and pop still to be purchased. <b>Action:</b> Do we need more glasses? <b>Alex</b></p>	<p>Abbi/ Claire</p> <p>Sarah</p> <p>Claire</p>

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	<p>licence needed. <b>Treasurers</b> float needed.</p> <p><b>Pamper Event – 23 March 7pm</b>                  Claire to have help with tickets, I have the design from Michelle. Awaiting response from Michelle on progress update. PTA still to purchase refreshments, organise parents for door/alcohol sales, promote event on social media, Tesco/Sainsburys etc. <b>Action:</b> Floats needed for ticket sales and on the evening.</p> <p><b>School Disco – 24 March</b>                  Tickets to be sold the same time as Pamper Event. <b>Action:</b> Float needed for ticket sales.</p> <p><b>Quiz Night – 29<sup>th</sup> April</b>                  Date will go into the next newsletter. Save the date notice has been sent out. To check how many tables can fit in the hall. Poster to be designed and circulated. Aim to have all tables and monies collected by March 24.</p> <p><b>Dates not yet confirmed:</b>                  Father's Day Football on the Field- Claire to liaise with Mrs Smith                  Summer Fayre- Claire to liaise with Mrs Smith                  Autumn Term School Disco,                  Christmas Fayre</p>	<p>Michelle</p> <p>Tabitha</p> <p>Natasha</p> <p>Claire</p>
<b>Website:</b>	Minutes are now on the website under 'School Association'. To send the link for the Giving Machine to Liz.	Alex
<b>Suggestion Box:</b>	This is now in place and will be advertised in the next newsletter	
<b>Climbing Wall:</b>	Have been in discussion with 3 climbing wall companies and have quotes from these companies, a further discussion is required to ensure the proposed facilities meet the school's needs. The costs are within the envisaged budget set by the MFSA, coming in at around the £3.5k mark.	Abbi
<b>Nurture Room:</b>	Cheryl Barber whom is a trained interior designer and Claire to meet with Mrs Knox and Mrs Neary to put a plan together and visit schools for ideas. <b>Action: Claire and Cheryl</b> to seek assurance that the school will use the room and how the time will be coordinated. Concerns that many pupils would benefit from the room but there may not be sufficient staff to take them. <b>ALL</b> to establish how Northgate and Windhill organise the use their similar rooms.	Cheryl and Claire
<b>Ducklings:</b>	Arrived 21 Feb	
<b>Tesco Community Funding:</b>	<b>Forrest School Extension inc. Pond:</b> Graeme Pinnington meeting Claire this week for a rough quote to proceed. Possible £4k max to receive.	Claire
<b>B&amp;Q Funding:</b>	Claire still to visit nearest B&Q. Possible assistance for the nurture room	Sarah O'Brien
<b>Park Lane:</b>	To make contact with local estate agent	Claire& Natasha

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<p><b>Alcohol Licence:</b></p>	<p>A TEN (Temporary Event Notice) can only be applied for 5 times a year(individual) or 15 times (single premises). It costs £21 each time. Must process application for the licence at least 10 days before the event. An annual licence will be £450.</p> <p><b>Action:</b> Lara to find out which licence HEMAT use. Alex to apply for first TEN for HEMAT meeting. Cheryl to provide documents for the last time MFSA applied.</p>	<p>Alex / Lara</p>
<p><b>Class Reps:</b></p>	<p>Letter to be sent out to parents. Aim to start the trial after Easter break</p>	<p>Alex</p>
<p><b>Any other business:</b></p>	<p><b>Reception Shed Clear Out-Monday 27 February</b> Organise date at the meeting to stock take and organise reception shed</p> <p><b>Clothing collection:</b> date set <b>Friday 5 May</b> Bags to go put before Easter holidays</p> <p><b>2nd hand uniform:</b> date set <b>Friday 10 March</b>. <b>Action:</b> Float needed</p> <p><b>Stansted Community Fund:</b> Abbi to follow up</p> <p><b>Roller Banner:</b> Idea on hold until after September in case the school is rebranded. <b>Lara</b> has the details of who HEMAT use for their banner. Quote 1: Solo Press £43.20 (inc VAT) for standard roller banner (2000mm x 800mm) <b>without</b> artwork £169.20 (inc VAT) for standard roller banner (2000mm x 800mm) <b>with</b> artwork Free Delivery</p> <p>Quote 2: Instantprint £34 (inc VAT) for standard roller banner (2000mm x 800mm) no option for doing the artwork for us Delivery £4.99</p> <p>Quote 3: Rollerbannersuk £54.00 (inc VAT) for standard roller banner (2000mm x 800mm) <b>without</b> artwork £72.00 (inc VAT) for standard roller banner (2000mm x 800mm) <b>with</b> artwork Free Delivery</p> <p><b>Scooters:</b> Request from school for funding of helmets. Idea that if each class has a fixed date of when they will use the scooters that class can bring their own, which is the same as how reception did. Concern of the cost for a helmet per scooter (30) and in each year group size.</p> <p><b>Reception Bus Repaint:</b> Possible job for closer to the summer. Request for helpers to be sent closer to the time (corporate charity days). May link with possible donations from</p>	<p>Natasha</p> <p>Claire</p> <p>Claire</p> <p>Abbi</p> <p>Sarah</p> <p>Natasha</p>

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	<p>B&amp;Q.</p> <p><b>Friendship bench:</b> To sand and paint in the warmer months. To link with the bus repaint. Idea has been approved by the school. Potentially include the children in decorating.</p> <p><b>End of Year Tea Towels:</b> To begin looking into the option of offering tea towels with pupils self-drawn faces per class</p> <p><b>Movie Night Idea Floated:</b> Unfortunately, it was confirmed that if we do hold a Movie Night then we are not able to charge for attendance due to copyright, we can however ask for a donation.</p> <p><b>Joint Secretary–</b> Unfortunately Nishma has decided to step down from the joint-secretary position. Sarah Moore has now taken on this position.</p>	<p>Natasha</p> <p>Helen Spencer</p>
<p><b>Dates for the diary:</b></p>		
<p><b>Next of meeting:</b></p>	<p>Monday 8 May 2017 2pm –staff room (to be booked)</p>	<p>Alex</p>

Minutes taken by: Alex Tredgett