

**Manor Fields School Association (MFSA)  
Committee Meeting  
Monday 8 May 2017  
Venue: Manor Fields, Staff Room, 2pm**



AGENDA	ACTIONS/UPDATE	OWNED BY
<b>Attendees</b> <i>(Core in bold)</i>	<b>Claire Crispe(CC), Alex Tredgett (AT)</b> , Cheryl Barber, Debbie Trigg, Kate Dordoy, Helen Clark, Susannah Chinsky, Emma Nicholson, Lara Wheeldon, Helen Spencer	-
<b>Apologies</b>	<b>Abbi Blakey (AB), Sarah Moore (SM), Anastasia Rubidge (AR), Natasha Smith (NS)</b> , Ruth Novitt, Lesley Winstanley, Vanessa Corper Gallant	-
<b>Chair / Vice Update</b>	Opened the meeting and welcomed attendees	CC / AB
<b>Treasurer's report</b>	Pamper Event - £391.68 School Disco – £548.55 Quiz Night - £1,163.56	AR / NS Presented by Claire
<b>Events - Recap</b>	<p>Litter Pick; Good turn-out. Article was written and presented to Observer who advised that it was viewable online, however, yet to locate.</p> <p>HEMAT meeting: First alcohol offered night. Due to overheads and not so many sales, it made a loss. Will assess if requested to serve alcohol for another parent meeting.</p> <p>Pamper Event: Unfortunately low ticket sales. Suggested this may have been from being too close to the disco and that it was held on a week day.</p> <p>School Disco: Positive feedback. To check with Tabitha if there are a min number of teachers requested to attend. A complaint may have been raised with the school re older disco. <b>Action: Claire to follow up with Mrs Smith</b></p> <p>Quiz Night: First one for this PTA. Really positive feedback</p> <p style="text-align: center;">Huge thanks to all that helped, especially Michelle for the Pamper Evening, Tabitha for the School Disco and Natasha for the Quiz.</p>	Claire
<b>Events - Future</b>	<p><b>Football on the Field</b> - Father's Day. 17 June. <b><u>JUNE DATE CANCELLED</u></b></p> <p>Due to this being the same day as the town carnival, it is suggested that an adult's football game is offered as part of the Football Tournament held in September. It was also mentioned that the football lessons, held on Sundays at the school, did an adults match so there is potential to twin this with the Sept event.</p> <p><b>Summer Fayre - Sunday 2 July</b> Next meeting on Monday 22 May at 2pm to be held just to cover this.</p> <p><b>Autumn Term School Disco</b> - tbd</p> <p><b>Football Tournament</b> – tbd (September) After many years of running this event, Allison Reader and Phillipa Laskey will be stepping down from being the organisers. <b>Action: Need new members to organise and run this event</b></p> <p><b>Circus</b> - tbd See comments below</p> <p><b>Christmas Fayre</b> - tbd</p> <p><b><u>IDEAS for FUTURE EVENTS</u></b> Feedback from attendees at the quiz wished for <b>Bingo Night, Race Night and Ball</b></p>	<p>Claire</p> <p>All</p> <p><i>Owner Needed</i></p> <p>Debbie</p> <p>All</p>

AGENDA	ACTIONS/UPDATE	OWNED BY
	<b>Movie Night</b> – wouldn't be able to charge for entry due to licencing laws, just charge for snacks and drinks	
<b>Newsletter</b>	New Newsletter to be circulated to all parents. Almost complete. Few items to add then it will be ready to circulate.  It was suggested that if there is not sufficient news for a monthly newsletter, every half term may be an appropriate alternative. To include a figure covering funds from The Giving Machine.	Sarah
<b>Website</b>	The Giving Machine link is on the website, however, not in the footer. To see if this can be done.	Alex
<b>Suggestion Box</b>	No new comments received	
<b>Climbing Wall</b>	Now in place and Abbi has completed a safety discussion with the whole school. More information on rules and FAQ's to follow including rota. Opening yet to be confirmed.	Abbi
<b>Nurture Room</b>	Meeting Mrs Neary soon. Looking into storage solutions, tables/chairs, painting, blinds etc.  <i>Action from Feb meeting - Claire and Cheryl</i> 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
<b>Tesco Community Funding</b>	<b>Forrest School Extension inc. Pond:</b> Graeme Pinnington as potential landscaper. Possible £4k max to receive.	Claire
<b>B&amp;Q Funding</b>	Letter has been sent; believed now we are on their register. Possible assistance for the nurture room	Sarah O'Brien
<b>Class Reps</b>	Only received 2 responses. To run again in the new academic year.	Alex
<b>End of Year Tea Towels</b>	Sought several quotes, all had min 50 order. Looking to have 1 towel per Key Stage. To check with Anastasia's firm. Cheapest co' so far is the one used for Christmas Cards.	Helen Spencer
<b>Volunteer Scheme</b>	<b>No update due to loss of the Site Manager.</b> It was noted that MF now has a new Site Manager  This would be utilised for the <b>Reception Bus and Playground Fences Repaint</b> and possibly the <b>Friendship bench</b> (To sand and paint in the warmer months. Idea has been approved by the school. Potentially include the children in decoraring)	Sarah
<b>Staff Wish List</b>	Ready to be given to the teachers during staff meeting	Alex
<b>Football Nets</b>	To investigate the costs to replace all nets	Alex

AGENDA	ACTIONS/UPDATE	OWNED BY
<b>Any other business</b>	<p><b>Lock Up Tidy Up</b> Request from Mrs Smith who can provide a skip and the Sport Apprentices to help either tidy / throw away items between the two lock-ups due to concerns from the Health &amp; Safety Governor. Discussed that many items are not MFSA's and so a teacher needs to be present to give the final say prior to items being thrown away.</p> <p><b>Playground Line Painting</b> Mrs Smith has requested funding for line painting. This is following the receipt of the scooters the MFSA previously purchased and also in connection with the request from the School to fund helmets. It was discussed how this funding will hopefully lead to the scooters being used. <b>Action: To see how much cost is for painting.</b></p> <p><b>Circus</b> New event idea. Max 600 seats at suggested £8 per ticket. £3,000 charge, but this is to be paid after the event is held. £65 holding fee. Needs 50mx50m space and overnight stay, therefore a weekend is preferred. Money making ideas: ticket sales, clown noses, sweet cones, bar, etc. We are not able to sell light up toys or popcorn as these are to be sold by the Circus. <i>Update after the meeting</i> – there is no more availability for 2017. Looking into 2018 dates.</p> <p><b>New Parents Talk</b> As per last year, to introduce the MFSA at the new parent talk organised by Mrs Hind (usually June/July)</p> <p><b>The Giving Machine Talk</b> To be incorporated to the New Parents Talk. Rachel's boss has offered to come in.</p> <p><b>Christmas Cards</b> To start in September</p> <p><b>Clothing collection</b> Friday 5 May. Bags received.</p> <p><b>Stansted Community Fund</b> Abbi to follow up. Possibly to use for Playground line painting</p> <p><b>Roller Banner</b> on hold post HEMAT merge.</p> <p><b>Library Budget</b> Money spent so far £1,186.51 (Books £965.56, Labels &amp; Shelf Dividers £220.95). Meeting to be had with the Librarian from Herts &amp; Essex. Have already implemented ideas provided from the Librarian. <b>Action: To establish what, if any, level of funding the Trust will provide for books before considering a budget.</b></p> <p><b>Year 5 Cycling Proficiency</b> Unfortunately the previous year sponsor is not continuing this year. Approx. £30 per child. <b>Action: To discuss with Mrs Smith if we could ask for a voluntary contribution of £10.</b></p> <p><b>Cricket Club – Vintage Car Show</b> Received a request from the B.S Cricket Club to use our grounds for a Vintage Car Show. <b>Action: To establish if they just would like to hire the grounds or require our assistance to organise the event.</b></p>	<p>Claire</p> <p>Claire</p> <p>Debbie Trigg</p> <p>Alex</p> <p>Rachel Jackson</p> <p>Helen Spencer</p> <p>Claire</p> <p>Abbi</p> <p>Alex</p> <p>Lara</p> <p>Claire</p> <p>Claire</p>
<b>Dates for the diary</b>	Summer Fayre – Sunday 2 July 2017	
<b>Next meeting</b>	<b>Summer Fayre Meeting – Monday 22 May 2pm – Boardroom (booked)</b>	

Minutes taken by: Alex Tredgett