2023 PTFA EGM 27-02-23

***Mill Ford School PTFA – EGM – 27th February 2023***

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| 1. | Declaration of Interests: The following interests were declared | All |
| 2. | Minutes of previous meeting had been sent and agreed as a true record. | All |
| 3. | Roles of Committee Members were discussed | All |
| 4. | The following policies were distributed and agreed:  GDPR,  Safeguarding  Volunteering  PTFA Social Media  Financial control and expense policy  Risk Assessments  Equal Opportunities  Code of Conduct  Conflict of Interest  The policies will be checked to ensure that they mirror the school policies.  These policies will be reviewed annually before the AGM of PTFA | All  School |
| 5. | Roles and job descriptions were discussed for Chair, Vice Chair, Treasurer and Clerk, Committee administrator and Events co-ordinator | All |
| 6. | Constitution and trustees for the PTFA were agreed - All committee members will be Trustees | All |
| 7. | Contact Information forms for volunteers will be presented at next meeting. | All |
| 8. | Whats App group is set up for the PTFA members as a platform to discuss ideas. | All |
| 9. | Finance Update: Treasurer is named on account as Trustees,  Balance on account is £2751.76  The cost of Fund Raisin was £58.95 and raised £65.29  ParentKind has been paid and accounted for already. |  |
| 10. | Post 16 – have requested some equipment for the Jubilee Challenge as follows:  With the “Proud to be Us” logo  Flag £223.80  Hoodies x 10 – to remain at school for use each year £129.90  T shirts for the children to keep £ 62.73  Total £416.43  This was agreed to be funded by the PTFA | All |

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| 11. | The Website was presented to the PTFA, it was an example where fonts could be changed and additions to be made on the site including links and payment options, and would secure the domain name, or £10. This would need to be paid by Direct Debit, but cannot be set up until the bank account changes the committee will look into maybe paying for one year in one transaction. |  |
| 12. | Bake Sale has been planned for the 24th March 2023 | All |
| 13. | Easter Egg update – 130 eggs have been purchased. Head had expressed concerns over allergies/religious/vegan-vegetarian requirements for children. 125 easter eggs would be needed and 5 students would require alternatives. | All |
| 14. | School fayre Update: 3 x confirmed stallholders and 11 possible stallholders, Lukes Farm are still to be contacted. Routeways, Gateways, Carers 4 Carers/Improving Lives, Plus and Friends and Family have been contacted. Plymouth Information Advice Service will also be contacted.  Stallholders for the Fayre have been chosen so there will be minimal overlap for the types of stalls. |  |
| 15. | The PTFA stall will have Bric-aBrac, Tombola, Raffle and PTFA information table. Volunteers for the stall will be needed. |  |
| 16. | The following items were agreed to be purchased for the school fayre and other event uses:  2 x 5pack of jackets @ £15 each  2 orange vests @ £6.99 each  Money collection tins 10 for £55.29  Collecting tins will be fixed with chains to the stalls for safety. |  |
| 17. | The school already has bunting and a banner, but the banner will need to be updated – it was discussed as to how this could be made for future multiple uses. It was agreed that the wording will be ‘Mill Ford Friends School Fayre’ with school emblem with Velcro wording for additional information on dates etc. Committee will look into getting new one made. |  |
| 18. | UV Sports Event – was discussed and a separate UV event can take place if needed. It is hoped to offer 2-hour slots on ticketed booking, Snacks and drinks can be made available. ? first aider will be needed to attend.  The costs for the event was £100 per half day and £150 for full day – up to 24 participants. All participants will need to be booked/ticketed.  Committee will look into possible venue for the event, ? church hall appropriate for all children | All |
| 19. | Any other business: Staff members from the school have been invited to joint the PTFA, so far Head is school Champion, |  |
| 20. | Meeting closed |  |

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