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***Meeting of Parents of Mill Ford School 21st October 2022 at 9.30***

1. It was agreed by all present to nominate Chair of the Parent/Friend Association.
2. It was agreed by all present to nominate Vice Chair.
3. It was agreed by all present to nominate for Treasurer.
4. Secretary will be shared
5. It was agreed to ask the school for an email address that could be used for business and distribution of minutes and information purposes.
6. Document for current constitution will be discussed and agreed at next meeting.
7. A statement of the current money held for the previous parents/friends of Mill Ford was requested, also information on who is named on the account and who can authorise payments - ? update details.
8. Amazon Smile – information on this will be sent out to parents on the Friday Flyer as soon as possible. Deputy Head will look into this.
9. Setting dates for future events: the following dates were discussed and agreed for future events to go on the school calender:

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| Christmas Fayre | Friday 9th December 2022 |
| Teacher’s vs Pupils Bake off - Easter theme | Friday 24th March 2023 |
| School Coronation Party  | Date to be decided when calender set |
| Sponsored Walk | Wednesday 14th June 2023 |
| Summer Fete  | Saturday 1st July 2023  |
| Christmas Fete  | Saturday 2nd December 2023  |

1. Christmas Fayre – There have been many donations of gifts from companies emailed as follows:

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| Tesco Roborough  |
| Morrisons Outland Road  |
| City Bus  |
| Jump |
| Drakes Den  |
| House of Marbles  |
| Nicky’s Hair and Beauty  |
| Round Robin Card Co |
| J-Oh! Jewellery  |
| Tropic  |

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Hall plan was drawn up for a one-way system with stalls/tables, the PFA will ask for Post 16 if they would like to run a café for visitors to the Christmas Fayre. It is hoped that the library can be converted into a Santa’s grotto with the opportunity for children to pay a small token amount to see Santa and maybe purchase photo. Final details will be discussed at next meeting. Keith was asked if he could arrange for Santa and he agreed to look into this. It is hoped that the raffle can have tickets sold on-line through ParentPay and on the day at the school fayre, and for the draw to take place the following Monday via a Facetime link or similar.

1. PFA visited the hall to see how a one way system could be implemented for the Christmas Fayre.
2. The next meeting is scheduled for November 2022

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