***Minutes of the Mill Ford PTFA 6th December 2022***

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|  | Page 1 of 2 Minutes of Mill Ford PTFA – 2022 – December 6th | Action |
| 1. | Head asked for nominations for chair and vice-chair and explained how the process for choosing a chair would work. It was asked that those interested in roles should put their names forward via email and if more than one person for a role was interested then it would go to a vote. Positions available were: Chair, Vice Chair, Clerk, Secretary and Treasurer.  |  |
| 2. | AGM – it was agreed that there should be an AGM planned for the end of January, this will be communicated to all parents via the Friday Flyer as soon as possible to comply with giving at least 21 days notice of an AGM. The date of 24th January was agreed for the AGM.  |  |
| 3. | It was discussed about using Parent Pay for the purchase of raffle tickets, it was decided it was too late for the Christmas raffle but to look at other alternatives, ie RAFFALL to comply with gambling/legal obligations and the use of the Charity number for Mill Ford.  |  |
| 4. | ParentKind – committee have been looking in to joining Parent Kind for the additional support for the PTFA - this would be £140.00 a year, and was agreed by all present that this is an essential part of the fundraising for the group for the cover that it provided. |  |
| 5. | PTFA website – Committee looked into building an official website for the group. To get a Domain name and up to £100 pages was agreed as a way forward, Jason will look into this further. Parent governor said that this might be able to be linked to Just Giving.  |  |
| 6. | Christmas Fayre – There will be 13 stalls at the school Christmas Fayre including Treasure Hunt, Name the Reindeer, Guess the Weight of the Cake, Guess the sweets in the jar and Tombola. Various classes were also going to have stalls in the hall, Post 16 will run the café, and Father Christmas and his elf will be available for the children to visit. Head asked to check where offers from staff members were made to check that they were available to be let go from classes for events. It was decided that future fayres etc will be planned for a Saturday to avoid this being an issue. It was agreed that there were enough decorations for use in the school, and enough grotto and lucky dip gifts. The gift from Santa will be a bell with a ‘Believe’ label or fidget toys. Grotto will be set up Thursday evening.All outgoings agreed will be reimbursed. The Fayre can be set up from 12.00 on Friday 9th December. The Fayre will be from 1-3pm. |  |

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| 7. | Mill Ford Email address – to be discussed at the next meeting for a domain name.  |  |
| 8. | Head updated the group on the balances of the bank accounts for the PTFA.  |  |  |
| 9. | Date of school trip is 26th April 2023 and is planned for Crealy for the older students and Pennywell Farm for the Primary students, Head explained that this was what the children had chosen and had already been accounted for with the previous funding, and would also be supported by parental contributions.  |  |
| 10. | Committee discussed asking each class for a ‘wish list’ for items that the PTFA could contribute towards to benefit the class as a whole. Head explained the need to be specific that it would be for non-curriculum items. |  |
| 11. | Head informed the group that the CEO from CaterEd would be coming to the next meeting in January. |  |
| 12. | Head discussed that the school were looking at the Strategic plan for the school, looking at Ethos, vision and strategic plan for the future of the school.  |  |
| 13. | Head said that it was hoped that a ‘Dad’s group’ could be set up to support the male carers of children with maybe a set up for a breakfast meeting some time in the new year, a date will be set at the next meeting.  |  |
| 14. | Meeting closed |  |

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|  | Part 2 minutes Mill Ford PTFA 2022-Dec  |  |
|  | For Committee members only  |  |
| 1a | The amounts in the bank accounts was £500 in one account  |  |
| 1b | The amount in the PTFA bank account after Prom and Whole school trip was paid was £2509.15 communicated later via email. |  |
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