**MPSA Meeting Minutes – Friday 10 September 2021**

**Attending via Zoom: Helena, Alix, Cathryn, Rachel, Anne, Bridget, Kelly, Simon**

1. **Review of 2020/2021 Outlined by Helena**
* **We achieved a lot during a very challenging period – thank you to everyone for their amazing efforts in particularly tough circumstances.**
* We managed to hold a lot of events that the children enjoyed and that raised money for the school, including:
	+ Creating and selling tea towels;
	+ Christmas activities (raffles; Santa gifts; Christmas jumper competition; Christmas cards);
	+ Valentine’s Day competition;
	+ Easter activities (guess the number of sweets in a jar; bunny trail);
	+ Joke Competition for Comic Relief;
	+ Quiz for Parents/Grandparents/Carers
* We funded or contributed to the funding of numerous projects, including:
	+ OPAL [identified as our primary funding target];
	+ Books for the library [amount agreed; money to be transferred by Nicole];
	+ Rugs for nursery [amount agreed; rugs to be bought by Alix];
	+ Medals for Sports Day;
	+ Year 6 yearbooks;
	+ Leavers disco;
	+ Class Treat for selling the most raffle tickets.
* We supported the school in applying for a Town Council Grant, which was awarded to go towards funding nursery refurbishments.
* Full details of what we raised and what we have contributed towards will be included in the Treasurer’s Report at the AGM, which will then be uploaded to the MPSA page on the school internet site – should we be advertising this elsewhere?
* Actions: Simon to send out newsletter to parents to highlight achievements of MPSA to parents, add ch. Quotes and point parents to our new web page. Also to request more volunteers. Hello to Ann who has joined us today!
1. **Plans for Autumn Term**
* Anything additional we can do for the **Reception children**?
* AGM ? Simon AGM could be feasible outside or hold a stall in playground. Cathryn suggested we could use Scouts marquee. Simon suggests tea and cake and meet the MPSA? **Thursday 30th Sept straight after school**. Put out collection box, tea towels etc. Then have an AGM a couple of weeks later. Could also highlight OPAL. **Thursday 14th Oct AGM at 7:30ish**.
	+ Proposed agenda: Welcome from Headmaster; Chairperson report; Treasurer Report; Election of 2021-22 Committee; Proposals for Investment; AOB; Close.
	+ Are all committee members happy to be put forward for their current roles again? Anyone interested in changing? Anyone interested in joining?
* **Halloween Disco**
	+ Would this be possible in the standard 2 disco format? Yes
	+ Ask Nicole to check Pete’s availability w/c 18 October? Dates to be confirmed.
	+ Entry cost (£4 last time held) to include crisps and a drink refill?
	+ Letter to go out w/c 4 October with FB announcements/reminders? Bridget/Cathryn
* **Film Night Yes – try and fit in 2 over the coming year**
	+ Do we want to try popcorn and drink refill? Use school cups for popcorn?
* **Christmas**
	+ Message from Mr C at the end of last term – **Christmas Fair would not be feasible this year!**
	+ Propose focusing on the activities that worked last year (Advent Calendar raffle; Christmas Jumper Competition; Christmas Jumper day; Virtual Raffle; Christmas Hamper from teachers; Visit from Santa [co-ordinated by school])
	+ We need to plan in Christmas cards Check with Daniela and get back to IQ
* **Any other ideas for this term…**
	+ Possibility of virtual balloon race in Spr 22 before Easter
	+ Dates could be shared at the Meet the MPSA day
1. **Funding Requests:**
* Proposed beach project – School want to do this. Began as sandpit to beach area with shipwreck and dunes however costs are looking at 10-11k. Also grounds company have staffing problems so project has come to a halt.
* Any other funding requests? OPAL will incur more costs and we are happy to continue this commitment.
1. **Website Content:**
* We now have a page on the Manor Park School website (thank you, Mr C!) and it has been advertised on our FB page. Do we need Insta as well? FB and Twitter may be enough. Cathyrn could import FB pics via Simon
1. **Admin Activities:**
* **Bank Account** – it would be good to have a second named person on the account – **Daniela? Helena to check.**
* **Amazon Smile** – **Nicole** was looking into setting this up.
* **Parentkind** – We agreed that we should review our constitution in line with latest version provided by Parentkind - **Kelly updated on progress. Our constitution is very similar to our current one. K will adjust ours as needed and bring back to the committee in next week or so.**
* **Distribution list update – Helena to action. Bridget to support with this.**
	+ E-mail the current list to say that if we haven’t had a reply by a certain date, we will remove from list – we can include in that e-mail that, if they want to be included in the WhatsApp group, they should provide their mobile number?
	+ Draft an e-mail/letter that can be sent out to/home to all parents.
	+ Put a post on Facebook asking parents to e-mail the MPSA if they want to be added
* **Email access**
	+ Helena to ensure everyone has access who needs it.
	+ Helena to explain how to send a group e-mail once the distribution list is updated.
1. **Future Projects/Plans:**
* Any developments re Primary Ball? Cathryn, no news. Toft CC offered an Oktoberfest event but Ball committee not responded to this. Cathryn ran thru Ball history with Anne.
* College Wood development – any update? Follow up with Simon
* Eco Bricks community collection hub next steps – **Alix was to look into it**
1. **Any other business:**
* Alix and Nicole set up Paypal and ebay account. Helena has purchased the rugs

NEXT MEETING on NOV 11th 8pm

Meeting dates to go on website.