**Minutes: MPSA Meeting – Friday 11 November 2022**

1. **Review of Autumn Term so far**

* **MPSA AGM**
  + Very low attendance – need to look at ways to get parents interested.
* **Halloween Disco** 
  + Successful discos and lovely to have so many keen volunteers to help out (**thank you to everyone who helped!**)
  + **Nicole** to confirm how much was raised**.**
* **Christmas cards** 
  + **Daniela** has coordinated getting the templates to school and returning the orders to IQ (**thank you!**)
  + We are now waiting for the final cards to be returned. This is expected to be soon.
  + **Alix** will reconcile order against spreadsheet and return checked cards to school asap.

1. **Christmas Plans**

* Agreed at the AGM to focus on the activities that worked during the pandemic (last 2 years): **Advent Calendar raffle; Christmas Jumper Competition; Christmas Jumper day; Virtual Raffle; Christmas Hamper from teachers; Santa gifts;** Visit from Santa [co-ordinated by school])
  + A FB post covering all activities to be issued on **Monday 14 November**. **Cathryn** to action.
  + **School** will provide numbers of children split by class, also by year, and gender
  + We agreed to state in all Christmas activity letters that we are raising money for IT equipment.
* **Advent Calendar Raffle**:
  + Draw on **Friday 25 November** in celebration assembly
  + **Year 6** children will sell tickets (**Monday 14 to Wednesday 23 November**)
  + **Helena** will do letter to go out today.
  + **Rachel** to buy 5 different coloured raffle books.
  + **Rachel** has bought the calendars from Hal Whittakers and will send photos today.
* **Main Raffle:- (Cathryn** will co-ordinate)
  + A streamed live draw on **Monday 12 December about 4pm**
  + All sold raffle ticket stubs to be returned by **Wednesday 7 December – Kirsty t**o coordinate additional ticket requests
  + **Kelly** to update Letter asap, school to print copies, **Cathryn** to attach 2 strips of raffle tickets . Letters to be sent out on **Monday 21 November**
  + Say on letter money needs to be returned in an envelope. No option of paying online. **Nicole** to tally tickets and money. **Rachel & Helena** to help fold tickets (10/11 December) or school (9 December).
  + We need all raffle donations by **Wednesday 7 December** to give time to compile a list of items – raffle committee to coordinate.
  + **Kelly** to send messages on WhatsApp and to the e-mail distribution list to ask if anyone knows of any local businesses who might be happy to donate.
  + We will offer a a prize for the class that sells most tickets sold again
* **Staff Hamper(s) for Main Raffle**
  + The staff happy to donate to a hamper again this year.
  + **Alix** will assemble hampers by **Friday 9 December**
  + All donations would need to be
  + **Helena** will provide the information to school by **Monday 21 November** asking for donations to be in school by **Wednesday 8 December**
* **Decorate a tree picture competition (to replace Christmas Jumper)**
  + **Cathryn** to source the picture template to send out end of next week.
  + **Helena** to look at timings.
  + Display pictures at parents’ event (in final week of term).
  + Prize of tree decoration (plus chocolates).
* **Gifts from Santa**
  + Santa will be visiting the children in the main hall C**athryn** will ask Alan to do this on 15th December, or am on 13th or 14th. **School** to co-ordinate with HolidayZone
  + We will buy and wrap the books for the children – **Helen**a will coordinate wrapping support on the WhatsApp group.
  + **Nicole** to ask about candy canes from Knutsford Olde Sweete Shope. (Aldi lollies are an alternative)
  + we need **from 5 to 9 December** to wrap the books – **Cathryn** will check quantities of wrapping paper and tape in cupboard. **Helena** will ask Kayla able to sort labels again.
  + With a 5 day standard delivery time (books2door, books4people and TheWorks), we need to order the books by **Friday 25 November**…
  + So distributing a proposed list of books to be purchased **by Wednesday 23 November**…
  + **Helena** to review existing stock and selecting books to buy. Books to be bought for the year (not class).
  + We need people to sort books post wrapping ready for Santa’s visit.

**«See below of calendar of events for the period up to the Christmas holiday»**

1. **Any other business:**

* Financial update from **Nicole:**
  + Pete’s fee has gone up
  + Yearbooks – MPSA pay half; parents’ raised £157; school paid remainder
  + Jubilee party – did not go ahead, so underspend available of £350. Could fund an event in the Summer.
* **Amazon Smile** – **Alix** to send instructions to school to include in the school newsletter.
* School Spring Disco – **Thursday 16th February – Nicole** to book Pete
* Parent Quiz – suggest end of January – need to agree date and (probably pub) location.
* School Ball:
  + Changes being made to make managing finances more efficient
  + Cathryn is trying to recruit someone to take over. Put on MPSA Events WhatsApp. **Helena** will send out on email. **Cathry**n to send out in letter from school.
* **Next meeting:** Friday 13 January 2023 @09:00

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| November… | | | | | | |  | December… | | | | | | |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** | |
|  | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  | 1 | 2 | 3 | 4 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 28 | 29 | 30 |  |  |  |  | 26 | 27 | 28 | 29 | 30 | 31 |  | |

| **When** | **What** | **Who** |
| --- | --- | --- |
| 11 Nov | **Advent calendar raffle** letter to be sent to school for distribution in bag/by e-mail | Helena |
| **Christmas Tree competition** template sourced | Cathryn |
|  |  |
| 14 Nov | **Facebook post** covering all Christmas activities and costs | Cathryn |
| Any **extra raffle tickets** bought and delivered to school | Rachel |
| Start coordinating prize requests via WhatsApp group | Kelly |
| 14 to 17 Nov |  |  |
| 14 to 23 Nov | **Advent calendar raffle** tickets on sale in school | Year 6 |
| 16 Nov | **Christmas tree competition** letter to be sent to school for distribution in bag/by e‑mail with template for each child |  |
| 21 Nov | Letters and raffle ticket strips for **main raffle** to be sent out from school | Kelly / Cathryn |
| Details of suggested hamper contents for the **main raffle** to be provided to school | Helena |
| 21 Nov to 1 Dec |  |  |
| 23 Nov | Distribute **Santa gift** list for committee feedback | Helena |
| 24 Nov | **Advent calendar raffle** tickets to be sorted, as needed | Rachel |
| 25 Nov | **Christmas card**s arrive in school | Daniela |
| **Advent calendar raffle** draw in celebration assembly | School |
| Order **Santa gifts** | Helena |
| 28 Nov | Checked **Christmas cards** returned to school for distribution | Alix |
|  |  |
| ??? | Deadline for **Christmas Tree competition** entries |  |
| ??? | Judging of the **Christmas Tree competition** |  |
| 3 to 4 Dec |  |  |
| 5 to 9 Dec | **Santa gifts** being wrapped |  |
| ??? | **Christmas Tree competition** winner to be announced |  |
| 7 Dec | Deadline for return of sold ticket stubs and prize contributions to school for **main raffle** |  |
| 8 Dec | Deadline for staff hamper donations for the **main raffle** |  |
| **Christmas Tree competition** entries to be displayed in school |  |
|  |  |
| 9 Dec | Assembly of staff hamper for the **main raffle** | Alix |
| 10 to 11 Dec | **Gifts** sorted post-wrapping ready for Santa | Helena / Rachel |
| 12 Dec | **Main raffle** draw – live stream after school | Mr Cotterill |
| 15 Dec (tbc) | Santa visiting school to deliver **gifts** |  |