



Parents Teachers & Friends Association

Minutes from meeting 13 March 2024

Present: Ms T Hall (Chair) **TH**, Ms K Darlow **KD**, Mr B McKeown **BM**, Mr R Hildebrand **RH**, Ms J Morgan, **JM**, Ms C Richman **CR**, Ms H Castle **HC**, Ms J Orley **JO** (Secretary)

Apologies: Mrs PJ Miller **PJM**, Ms J Snell **JS**, Mrs J Pickworth **JP**

		Action
Minutes of meetings	Minutes of last meeting agreed as a true and accurate record.	All
Welcome	Welcome to Ms H Castle as a new member. All members welcomed to the meeting and apologies noted.	All
Matters Arising	<p>Second Hand Clothes - TH to email parents asking for uniform donations. It was not possible to use the Main Hall for the car boot sale.</p> <p>Talent competition - BM was unable to see the Stars in Your Eyes at Ecclesbourne School. It was agreed that the format was too big for Lady Manners School and the effort involved in staging such an event was not worth the small income. It was agreed to shelve this event for the time being.</p>	
Quiz Night	<p>Agreed that this should go ahead and to use the Medway Centre as the base.</p> <p>10 June was suggested as a possible date, starting at 7pm. BM agreed to be the Quiz Master.</p> <p>HC agreed to find out how many questions were needed for 2-2.30 hours.</p> <p>BM/RH - in charge of the questions RH - to liaise with Medway Centre regarding PA system PJ - in charge of a photo round JB - in charge of food and drink round JM - to produce a poster TH/JM - to run the bar</p>	
Car Boot Sale 24 March	Everything in place and ready for Sunday 24 March car boot. Helpers for the car boot were agreed.	
Finance	<p>Total amount in bank is £10,467. This did not include £351 raised at the Spring Concert.</p> <p>KD has applied for a £250 rotary grant.</p> <p>The PTFA is very close to being able to donate £10k to the school.</p>	
Concert 21 March	<p>Helpers agreed.</p> <p>Agreed that a board was needed directing parents and carers to the refreshments. Laminated price lists were needed.</p>	

Big Raffle	TH discussed the big raffle idea for Christmas time. All members were asked to collect 10 raffle prizes each. JB agreed to send a sample template letter to the committee members. The draw would take place live on 1 December. To be discussed further at the next meeting.	
Date of next meeting	Next meeting to held on 1 May 2024..	All

DRAFT