**MPSA Meeting – Friday 13 January 2023**

**Attendees:** Alix Shepherd, Ann Hollingsbee, Helena Renshaw, Rachel Tully, Mrs Jeffrey
**Apologies from:** Carthryn Walley, Kelly Stephenson, Nicole Malloy, Mr Cotterill

1. **Review of Christmas Plans**
	* **Christmas cards – This seemed to go well from a school perspective** – Would follow this process again
	* **Advent Calendar Raffle – Year 6 ran the raffle and again, seemed to go well**
	* **Decorate a tree picture competition (replaced Christmas Jumper Competition)**
		+ Lots of feedback from parents about how nice the display was in the church at the parents’ event – I agree, lots of entries and was a nice thing for the children to do at home.
	* **Main Raffle**
		+ Unfortunately the prize from the Sessions House was not confirmed via email, and Esther Black is still chasing for confirmation of the prize details – should prizes only go in the raffle when email confirmation received? I have spoken a few times to the parent and she is understanding but I wonder if the sessions house are not forthcoming if the MPSA should buy a £20 voucher for there or somewhere else? That feels the right thing to do from a parent perspective. If no prize materialises in the next week – we need to offer a prize – ask parent where they would like a voucher for (not necessarily Old Sessions House; Alix will message MPSA events to inform Esther Black of plan.

We felt that the raffle went well, lots of prizes so thank you to all who organised and also to Cathryn and Helena on the night.

* + **Santa gifts –** Santa met all of the children which was great. It was a busy week and he was much in demand so it is good that we all coordinated it to be a success. Thank you to all parents who wrapped gifts for the children. Need to give Santa more notice to secure his appearance next year – Cathryn can provide contact details.
	+ **Money Raised**
		- £355 raised on the Christmas Cards
		- £115.94 raised on the Advent Calendar Raffle minus the cost of raffle tickets so ca £110
		- £318.32 raised by the Halloween Disco
		- **Nicole** to confirm Christmas costs/how much was raised Revisit next meeting
1. **Amazon Smile**
	* **Donation Disbursement received**
		+ £13.15 raised between July and September which was deposited in the MPSA bank account on or before 16th of November **Nicole** to confirm – should we have a regular reminder for parents? Agreed – regular reminder would be good and adding to the internet page; also provide information to the school for them to use also.
2. **MPSA Funding**
	* **Focus of funding**
		+ We agreed to state in all Christmas activity letters that we are raising money for IT equipment – Do we want to continue raising money for IT equipment or something else? School to confirm how much was spent on IT equipment.
		School currently revamping library to make it a ‘reading for pleasure’ area – wanting to purchase comfy furniture/beanbags to make it a more inviting area – school requesting a donation of between £1,000 to £1,500 from MPSA – to be discussed will full committee for vote (WhatsApp group).
3. **Quiz Night**
	* Location and Date needed – 18th of February is the first Saturday of the half-term break. Or 11th of February is the last Saturday of the half-term? School or the Legh Arms? I think from a school point of view – More than happy to use the school midweek, I would be pretty confident we could get a staff team and maybe a governor team, we could probably organise the quiz/questions if that helps. I think if it was a pub at the weekend it would be more of a parent event, (which is completely fine from our end). I think it is what suits you guys best really. School preference – at school and mid-week – check availability with school (Mrs Jeffrey checking) and with WhatsApp groups/distribution for week commencing 6/13 March – focus on Wednesday and Thursday (not start of week but not weekend) – 7pm to 9pmish.
	* Venue: School vs Legh Arms
		+ School: more MPSA involvement needed to buy food/drink but more profit from food/drink sales, more tickets can be sold This would be the preferred choice.
		+ Legh Arms: less MPSA involvement needed but no profit from food/drink, smaller numbers accommodated, quiz would need to be on a weekday
	* **Alix** to set up MPSA quiz WhatsApp group – Letters have gone out. School office is collating replies for WhatsApp group coordination; MPSA to contact parents once replies received; will be collecting what has been sent back; if can’t print out can reply by e-mail or can go into school and collect a hard copy – Kirsty will send an e-mail out to parents to let them know.
	For the quiz - Alix to check who would want to be part of the organising group vs being a team on the night.
4. **Spring Disco**
	* **Thursday 16th of February**
		+ **Nicole** to confirm Pete Dean is booked – Pete has been confirmed
		+ Letter to be sent to school for parents – Helena to send – same details as Halloween disco
		+ **Simon** to ask for teacher volunteers – No problem- we will organise.
		+ WhatsApp message to be sent to MPSA Events group for volunteers – Alix to send
		+ Email MPSA distribution list for volunteers - Helena to send
		+ Treats to be bought – Check with committee who will buy provisions nearer the time; check stocks in cupboards first.
5. **School Ball**
	* **Cathryn** to confirm if there has been any interest in recruiting her replacement – what support is needed from the MPSA this term? Gemma Jackson has volunteered to help with networking/social media/selling; need more help for Cathryn. The Ball Committee are looking for people with any of the following skills: networking with parents, social media/marketing, finance/admin, creative skills, communication/selling, all round pitching in.
	Draft letter to send to parents to be clear about what we will lose if we don’t have help for the ball/committee members.
	Maybe a table at the entrance hall of parents evening with refreshments (refreshments might need to be in hall but we could have biscuits); have a stand of pictures to show.
	Maybe a video from school with kids saying what they gain and school saying what we have funded.
6. **Film Night**
	* **School** to advise if they want us to organise a Film Night this term – Possibly March 7th or 9th could work
	Maybe move to start of Summer term (w/c 24 April)
7. **Any other business:**
	* Financial update from **Nicole**
	* **Red Nose Day/Comic Relief 2023**
		+ Friday 17th of March – Do we need to do anything this term? – I wonder if we just sell the Comic relief items in school for this? We have three school trips, governors meeting and possible disco that week so maybe keep it at that?

Would be good at the end of the school year for committee and school representatives to meet and discuss what has worked in the 22/23 year, and map out events for the 23/24 year.

Are we doing a Summer Fair and, if so, what date? Ask the committee to see what works and come back to school. Looking at 24 June or 1/8 July. Need to put in diary asap. Alix asking friend re face painting.

* **Next meeting:**

Check availability w/c 6 March after school and in the evenings; can alternate back to Friday mornings for the meeting in April.

**«See below for calendar of events»**

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

| **When** | **What** | **Who** |
| --- | --- | --- |
| 10 Jan | **Quiz Night** MPSA WhatsApp group to be set up | Alix – volunteers needed |
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| 23 Jan | **Spring Disco** letter to be sent to school for distribution in bag/by e-mail | Helena |
| 30 Jan | **Spring Disco** email to be sent to MPSA distribution list | Helena |
| 30 Jan | **Spring Disco** message to be sent to MPSA WhatsApp group | Alix |
| 13 Feb | Deadline for **Spring Disco** slips to be returned |  |
| 15 Feb | **Spring Disco** treats to be bought | TBC – ask on Committee WhatsApp |
| 16 Feb | **Spring Disco** |  |
| TBC (Mar) | **Quiz Night** – mid-week (Wed/Thurs) w/c 6 or 13 March at school | Alix plus others (TBC) |
| 17 Mar | **Red Nose Day/Comic Relief** | No specific activity; merchandise to be sold and maybe non-uniform day |