**MPSA Meeting – Friday 28 April 2023**

**Attendees:** Ann Hollingsbee; Cathryn Walley; Helena Renshaw; Louise Carter; Rachel Tully; Mr Cotterill  
**Apologies:** Alix Shepherd; Nicole Malloy

1. **Welcome to our new committee members**
   * **Louise Carter** - Secretary
   * **Bex O’Rourke** - Social Media Rep
2. **Quiz Night** (Thursday 18 May 2023; 7:30pm)
   * Simon to host the quiz 😊
   * Quiz on PowerPoint presentation produced by Alix, Helena, Nicole & Rachel on the main screen with quiz answer sheets handed out to tables – **can all quiz questions be submitted by 12 May? Yes – Alix, Helena, Nicole, Rachel all agreed to this deadline.**
   * 8 rounds of 10 questions (with a couple of picture rounds on tables) set by the quiz night group
   * Cost £3 per person; teams of up to 6 people (can combine small teams, if required) – poster has been produced with all details (thank you, Alix) – **should we print this out and put up around school/send out to parents again to increase awareness?** **Yes – increasing awareness again would be good.**
   * heads and tails round at £1 per person with a bottle of wine as the prize
   * Raffle prize – **is this something we still want to have? We can source some options**
   * Cash bar including snacks – Temporary Event Notice has been sorted (thank you, Cathryn) – **need to confirm status on contactless payment**. **Focus on cash for quiz**
   * Approximately 6 volunteers required on the night to assist with the quiz
   * **Are we still producing a video slide show, flyers, and request for details sheets for the tables? Who to action? Cathryn almost done with this.  
     This will be on loop and to go on while people are arriving and at half time.   
     Adding music to it will be great and spread out the pics so it’s easy to see.   
     To create more awareness : Flyers on tables about MPSA and what we do. There will also be space for people to add details if they are interested.**
   * **ASK: Nicole getting a float??**
3. **Film Night** (TBC)
   * The suggested dates were 23 or 25 May – **Decided date is 25 May right after school**
   * Suggestion was £4 cost (with sibling discount) for film, crisps, sweet treat and carton of drink (agreed that carton justifies cost better and reduces number of helpers needed; more than just drink and crisps) – **All happy with this**
   * Film needs to be no more than 2 hours (more like 1.5 hours), suitable for all ages and relatively recent – **any suggestions?   
     All to think of some suggestions for films – will need to be relatively new. Will we stream off a Netflix (or similar) account or do we need to purchase the dvd?**
   * Suggest sending letters out **5 May** – to be returned by **17 May** – **who to action? Suggestion here was for Helena to create this and send to Louise to send to school for distribution.**
   * Slips/money to be counted by **22 May** – **who to action?   
     Michelle Or Anne to do this**
   * Provisions to be bought **22 May evening/23 May day** – **who to action?   
     Catherine to sort this. Louise can help here if needed**
   * Need to request volunteers **w/c 15 May (latest)** – **who to action?   
     Please let us know in the group chat if you are available to help at film night.**
4. **Sports Week** (w/c 12 June 2023)
   * School have confirmed that there are medals left over from last year that are not dated (8 gold, 8 silver and 8 bronze) – **school to confirm that they would like us to provide the medals again this year – when would we need to request them? Mr C to confirm numbers and what they need   
     Usually need 28 – 42 of each medal.   
     School currently has 8 Gold, 8 Silver and 8 Bronze so we need to get the rest.   
     Please confirm amount?   
     Sam Denom (daughter Maisy is in year 5) to order the medals. Contact for Sam:** 07803 036429 or email : sambootes@hotmail.com **Discussion on if there be a field event? Previously it’s a team event.   
     Maybe do the final on the day? Ask Mrs Hoyal about this.**
   * **School to confirm whether they would like the MPSA to provide ice lollies for the children, as done previously.   
     Confirmed that MPSA will provide Lollies on 15 June   
     Do we advertise that there will be drinks available on whatsapp groups? – or on email? but either way this should be communicated to the school.  
     We should also provide refreshments for supporters on the day**

**Separate discussion - \*\*discussion about whatsapp groups – to work out why some are not in them or engaged. Possibly too many groups or some are not using whatsapp? Inclusion or not? We need to connect at the beginning of the school year to ensure maximum uptake so we can use these groups to spread MPSA info and dates**

**Always, Mr Cotterill to mention all relevant dates in the school newsletter.**

1. **School Ball** (Friday 16 June 2023)
   * **Cathryn** to provide an update –   
     The date 16th Juneband is booked, caterer is booked  
     DJ is Cheshire Discos – 07764 458909  
     Gathering sponsors – these need in person and zoom meetings.   
     Most of our money comes from sponsors in mag and therefore need to sell advertising space.   
       
     Committee: Catherine   
     Gemma cannot help right now  
     Rachel and Laura will be happy to help in a pair – Ann to send Catherine details so she can send msg to ask if they are interested . (Maybe Gemma will join too if they do it in group?)   
     Ticket prices are now: £55   
     There is a new bank account now which will make payments easier.   
     Theme is Oscars – take home activity for prize for the children. These will be displayed in the hall on the evening.
2. **Summer Fair** (Saturday 1 July 2023) – separate meeting to be held about this
   * Suggest a separate meeting to discuss fair –
   * Timing confirmed as **12:00pm to 3:00pm**
     + Set up as much as possible on **Friday 30 June**; Set up on the day needs to start at **10:00am**; BBQ preparation needs to start at **11:15am**.
   * We need volunteers for each stand as well as floaters to relieve volunteers for breaks, as needed.
   * Pete has been booked – **do we want any demonstrations or music, like we have had previously?**
   * **Would there be any Year 6 children wanting stalls for Enterprise this year?**
   * Suggested stands include:
     + Face painters (2 volunteers; limit to 2/3 designs)
     + Sweetie boler/stand (suggest buying additional stock to add to contributions; maybe include pre-made popcorn)
     + Ice pops (buy a week in advance to allow sufficient time to freeze)
     + Bouncy castle/assault course
     + Welly Wanging
     + Quiet area for craft activities
     + Visit from emergency services
     + Raffle (need to sort out tickets/prizes)
     + Wristbands (last year included face painting, craft activity, unlimited bouncy castle/assault course, 2 goes at welly wanging, ice lolly, and soft drink for £10)
3. **Recruitment of new MPSA members**
   * Video advertising what MPSA do with clips of teachers, committee members & children – AIM to show the value of the MPSA to the school.   
     (Add new people – include those who came to the Legh Arms – maybe a school tour to show what we do and raise etc)   
     Summer fair meeting combined with a tour – date?   
     Friday 19th May at 2:30pm – coffee, cake and socialise about what the MPSA do. Tour school and pointing out what MPSA has contributed to.
     + **Would Mrs Power or another tech-savvie teacher be interested in putting the video together if clips are forwarded to them? Decided that, with the new interest achieved during the social event – an additional push is not needed right now.**
   * Letter to parents
     + Detailing what will be lost if we don’t have a primary schools ball representative or active committee – **do we still want to do this? If so, who to action? ?   
       Rachel and Laura may be interested in helping with the ball – pause on the letter at the moment.**
   * Social event
     + **Is there any value to organising another social event this term for anyone who is interested? 19 May at 2:30pm could be a possible date.**
4. **Financials:**
   * Still waiting for final Amazon Smile payment.
   * **Any other financial updates?**
5. **Funding:**
   * We discussed alternative charity funding ideas previously:
     + More people to organise more events – successful social event! 😊
     + Looking at being a Co-op/Tesco nominated charity – **who would like to investigate this further?**
   * School confirmed that the timeframe for the IT commitment is uncertain – school are continuing to review their IT and it would make most sense for us to support the school in different areas – **we need to communicate this to parents and suggest alternative funding options.**
   * MPSA contributed £1500 to the library refurbishment (hopefully seeing today!) and funded the theatre company visit – school have given shout outs to thank us in their comms – **have we shouted about this on the MPSA social media? – add library pics to socials.**
   * Committee agreed to finding an entrance/exit to the bottom end of the spinney (approximately £1000) – **any progress? –   
     This has been ordered , now sorting materials. Waiting on delivery**
   * School requested funding for a booklet to accompany the 11 by 11 initiative – school to confirm the cost (an initial large cost [whole school] and then enough to cover reception each year) and will consider our idea of adding the option of children adding their own 11 by 11 goals – **any additional information available? MPSA to vote on whether this is something we would like to support.-   
     Initial large cost – enough to cover reception each year.   
     designing templates. Est £700-900 for first amount then about £100 per year.   
     YES - MPSA to fund this.   
       
     MPSA logo? To redesign. Need to use it over and over to create awareness. Use colours and stars – adult and child holding hands? Mpsa – LIAM to do this. Different enough to school but similar.**
   * School has requested funding for the Rainbow Room renovation – total cost of proposed renovation would be approximately £1000 – details of ideas provided by Mrs Jeffrey – **MPSA to vote on whether this is something we would like to support.  
     Yes – MPSA to support. Raise money at the fair for this.**
6. **Any other business:**
   * Outstanding raffle prize (Old Session’s House) – **has this been resolved?   
     have asked the winner and she is not getting back. To leave this now.**
   * Raised the idea of having a collection for second hand fancy dress costumes that we can sell to raise funds for the MPSA – school are supportive but would not be able to store these – **is this still feasible? Yes – we are able to do it. No storage needed**
   * **Christmas cards** – we have signed up for the online Christmas Card fundraiser – the earlier the designs are returned the more money is raised (**30p extra** on each item if provided by **29 September**, **20p extra** on each item if provided by **7 October**, **10p extra** on each item if provided by **13 October**, standard funding if provided by **20 October**) – **would it be practical for the school to commit to an early return date?  
     Might get more buy in if earlier? Do it last week in September? Mr Cotterill to confirm this**
   * **What is happening in terms of Year Books this year?   
     have had an email. Spoken to Mrs Power and Martin. It’s in process.**
   * Date for the next meeting – week commencing 12 June – TBC – ask in groups.

| **When** | **What** | **Who** |
| --- | --- | --- |
| 2 May | **Quiz Night Poster to be advertised on social media** | Cathryn |
| 5 May | **Film Night letters to be sent out** | Helena/Louise |
| 9 May | **Quiz Night Poster to be sent to school for paper and electronic distribution?**  **Quiz Night Poster to be put up on school gate and in ‘menu cupboard’** | Alix/ Mr C |
| 12 May | **Quiz questions to be submitted** | Alix, Helena, Nicole, Rachel |
| 15 May | **Film Night volunteers to be requested** | Helena |
| 17 May | **Film Night letters to be returned** |  |
| 18 May | **MPSA Quiz Night (7.30)** |  |
| 22 May | **Film Night slips/money to be counted** | Michelle/Ann |
| 22/23 May | **Film Night provisions to be bought** | Cathryn/Louise |
| TBC | **Sports Week medals to be ordered** | Cathryn via Rachel Sims |
| w/c 5 Jun | **Sports Week provisions to be bought** | TBC |
| w/c 12 Jun | **MPSA Meeting (date/time TBC)** | Helena |
| w/c 12 Jun | **Sports Week** |  |
| 16 Jun | **Knutsford Primary Schools Ball** |  |
| 30 Jun | **Summer Fair set up** |  |
| 1 Jul | **Summer Fair (12:00 to 3:00)** |  |
| 20 Jul | **Leavers Disco (1:30 to 4:30)** |  |