

Newton Poppleford School Association (PTFA)

Committee Meeting Minutes – Virtual meeting via WhatsApp

Spring term 1 2024

Attendees: Teri Murphy (Chair), Henry Odbert (Deputy Chair), Jon Leeson-Kings (Treasurer), Georgia Trengove (Secretary) Kate Clemens (outgoing secretary)

PTFA funding requests and purchases

- Reception, Year 1 and Year 2 Katy Cawkwell professional storyteller £100- approved.
- Whole school Drum workshop £300- approved
- Year 3 trip to Lyme Regis £220- approved
- Year 6 RAMM museum £199-approved
- Year 2 Toy museum £60-approved
- Whole school allotment £175-approved

Money raised

Preschool nativity raffle- £217

Tennis Club- £40

Sell off of Christmas Fair stock- £57

Catch up

Henry wanted to check the date of the Summer Fete- June 28th and could the handy group reconvene to help sort out the shed. Henry is hoping to get a working party together to fix the shed roof and erect the new book shed.

Sum up payments

December sum up payments:

- 02.12.23-£260 Christmas Fair ATM
- 06.12.23-£87 Preschool nativity raffle

Cake Sales

Year 4 cake sale- £183.50

Christmas Fair

Expenses			
Grotto	Marshmallows	Kate	4.4
	chimneys	Henry	6.49
	tape	Henry	4.99
	paint	Henry	5.99
	gifts	Teri	103.91
	vegan gifts	Teri	8.01
Elfridges	gifts	Georgia	85.49
	pens	Henry	2.14
	curtain	Henry	2.55
	bags	Georgia	15.98
Reindeer food	donated	Georgia	
Craft stall	poo	georgia	51.62
Hamper raffle	donated	Georgia	
Drinks/mince pie:	mulled wine	Kate	26.45
	mince pies	Kate	6.4
	squash/cream	kate	4.46
	TENS licence	Kate	21
waffles	donated	Rachael/Waitrose	
Games	sweets	kate	2.75
	choc coins	kate	19.76
	prizes	kate	26.96
	chocolates	Teri	2.97
General	Thanks gift	Henry	8

Teri states very satisfactory effort, well done team! If any more expenses have been missed hen let Teri know and the spreadsheet can be corrected.

Planning ahead for Summer Fete

Kate can get old crockery from her work for the crockery smash.

Disco

Teri has asked Jon to organise 3 floats for the school disco 8/2/24

-Drinks min 50p

-Tuck min 20p

-Face painting min 50p

Teri wanted to know the best way to pay Charlie (school disco DJ). As long as the PTFA have a receipt then cash or BACs is fine.

Rodent infestation

Teri and Georgia were stock taking for the school disco and discovered that stock leftover from the Christmas Fair had been eaten/drunk by some rodents. Note for the future food and drink cannot be stored in the fridge as not safe to do so. Therefore, also means that Georgia needs to replenish stock for the disco.

Seeds for the allotment

Henry shared discount codes for 50% off seeds and 15% off plants for the allotment: Dobies SUGD248X Sutton SUGS242X

Cocktail event

Henry is keen to host a cocktail PTFA event for adults. He is planning a mixology evening looking at dates for Spring Term 2 or Summer Term 1.

Consolidation of PTFA Information

It was suggested that it would be helpful for all information (minutes, event lessons captured, risk assessments, quotes, financial documents, visible plan of events and spending priorities etc) to be gathered in one central place.

PTFA has an email address - npptfa@gmail.com

This has now been set up with Google Drive.