

**PTFA Committee Meeting**  
**Monday 9<sup>th</sup> June 2025**  
**8pm, Cannon Inn**

Present:	Teri Murphy (TM)	Co-Chair
	Georgia Trengove (GT)	Co-Chair
	Henry Odbert (HO)	Deputy Chair
	Ant Tribble (AT)	Treasurer
	Janine Rudling (JR)	Secretary

Discussion	Action Owner
<u>Review previous minutes from 28<sup>th</sup> April 2025 (for review and approval)</u>	
Minutes reviewed and approved.	
<u>Review of actions tracker</u>	
Action tracker reviewed and updated – see action tracker.	
<u>Chair Committee Report – Summer Term 1</u>	
Accepted as read.	
<b>Action:</b> One amendment to be made to the paper as there was an error in cake sale figures.	GT
The colour run was discussed specifically. Identified the successes, as noted in the report. Noted verbally that there is interest from parents for the event to be held annually however, the committee noted that this was an additional, large scale event owing to the fundraising campaign being so large-scale. The committee agreed that this should look to take place two-yearly, which will aim to also increase additional interest.	
Slime at the summer fete needs to be different as the consistency was not as desired. It was also agreed that there should be no fee when children vote for who is to be gunged.	
<u>Sensory Garden</u>	
TM confirmed that Rhino require 50% payment on ordering, then 50% after installation however, the payment was missed and therefore not installed in May half term as originally planned. This was owing to updates in computer systems, which all schools in Devon have been impacted by. The 50% upfront payment has since been paid to Rhino play, with the date for installation to be confirmed during school summer holidays. <b>Action:</b> TM discussing with school possible dates and will confirm this with the Committee.	TM
Planters and benches have been ordered. Lead in times for the remaining items were discussed. There is a 1-2 week lead in time for soil, planters and instruments etc. Action: TM to order within 2 weeks to secure order – with ideal delivery being in mid-July.	
<b>Action:</b> TM to understand parameters for artwork for benches. TM to ask children to develop to create artwork for the benches (not a competition).	TM

<p>New flowers will be planted days before school restarts – will consider when/who to ask for help with watering nearer the time.</p> <p><b>Action:</b> TM to look at options for signage for the sensory garden and feedback at next Committee.</p> <p><b>Action:</b> TM to update costs in the project folder.</p>	<p>TM</p> <p>TM</p>
<p><u>Play Equipment</u></p> <p>KS2 play equipment has been booked for installation on 20<sup>th</sup> – 22<sup>nd</sup> August. KS1 play equipment has been booked for installation for 1<sup>st</sup> – 5<sup>th</sup> September. Most of the heavy-duty groundwork will be completed in the first three days.</p>	
<p><u>Financial Update</u></p> <p>Treasurers Report accepted as read. No additional questions or changes.</p>	
<p><u>Upcoming fundraising</u></p> <p>Upcoming events paper accepted as read.</p> <ul style="list-style-type: none"> <li>Freezy Fridays – going well, well organised. Need to purchase more ice pops as they sold out during the first week. Twilight will be included in the Freezy Friday sales. <b>Action:</b> GT to explore options for twilight on days when there are cake sales to ensure inclusivity.</li> <li>Quiz night – <b>Action:</b> GT to inform Mr Filer of the need to postpone the event to autumn/winter due to so many events taking place, and priority focus needing to be on the summer fete.</li> <li>Summer fete – a donation of pizza has been offered, and there is agreement this will be given to those volunteers supporting the event and clearing up, with any donations then going to PTFA.</li> </ul>	<p>GT</p> <p>GT</p>
<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> <li>PTFA roles – JR confirms ability to carry on in role but recognised that this does not fulfil all duties of the role as per the job description. AT identified that due to the heavy fundraising focus that the expectations of the role are different to what was described at the outset however, would like to continue. AT to continue with risk assessment development and agreed to be the point of contact during larger events for allocating work to volunteers/informing people of risk awareness.</li> <li>Sumup account – discussion around the ability to use sumup without TM at the events. <b>Action:</b> TM to change the phone number on the sumup account so all device verification codes will go to GT.</li> <li>Current funding requests – all approved, none outstanding.</li> <li>Year 6 leavers party – GT and HO raised being approached by year 6 parents to ask around the potential for additional funds for the year 6 leavers party.</li> </ul>	<p>TM</p>

<p>Committee agreed that it is likely and possible that the standard allocated amount for this will need to be increased as it has not done for many years. Committee agreed to review on receipt of request.</p> <ul style="list-style-type: none"> <li>• Strategic plan for PTFA fundraising – <b>Action:</b> JR to carry forward to next meeting agenda.</li> <li>• Future meetings – Committee agreed to meet again in July, ready for AGM in the new school year.</li> <li>• Launch event for new play equipment - <b>Action:</b> JR to carry forward to next meeting agenda.</li> </ul>	JR
<p><u>Next Meeting</u></p> <p>Date TBC for July.</p>	JR