

PTFA Meeting Minutes

Location: The Cannon Inn

Date: 11th March 2026 8pm

Attendees:

Georgia Trengove – Chair
Henry Odbert – Deputy Chair
Ant Tribble – Treasurer
Kelly Rogers – Secretary

| Discussion | Action/ Owner |
|---|---|
| <p>1. Review of previous Committee Meeting minutes</p> <p>Minutes from 21st January 2026 approved. Action: Add addendum to include summary of lawnmower discussion from WhatsApp.</p> | <p>KR – done – will send to office PTFA Events once this set of minutes is approved.</p> |
| <p>2. Review of Action Tracker</p> <p>Actions reviewed and updates provided, tracker updated.</p> <p>Wider discussion on PTFA funding remit, particularly funding items that may traditionally fall under government funding. E.g. the recent request to fund the school lawnmower.</p> <p>Noted that if we change our constitution so that funding ‘essentials’ is accepted as doable within our remit, there may need to be a shift in our narrative, so the community are aware that the PTFA isn’t solely about funding the “nice to have” extras, but can also be seen as a source of support for “essential” items and services that aren’t currently funded centrally.</p> <p>All agreed that this isn’t the vision any of us would like for the PTFA, but a sad reality in the face of chronic underfunding of</p> | <p>KR – done</p> |

schools – particularly schools in Devon.

GT shared insights shared from other schools (Seaton and Drakes) regarding funding approaches, in particular that they are facing similar requests to help with what could be deemed as the basics.

3. Chair's Report

Accepted as read.

Discussion on overall fundraising strategy and effectiveness of events. Key discussion points as follows:

Easter Event:

204 Easter eggs purchased.

£40 donated by Morrisons; £100 requested from Co-op.

PA system to be arranged (Henry to contact AI; Ant to confirm availability).

Event to remain "light touch" with children running stalls.

Book Fair:

Successful; review supplier for next year (consider Usborne).

**GT/Book Fair
Fairies**

Disco:

Planned for w/c 18th May (post-SATs).

Proposed 20th May with three time slots:

Preschool: 2:00pm

KS1: 3:30pm

KS2: 4:45pm

GT to confirm date with AP.

GT

Cake Sales:

Lower performance this year (weather impact).

GT has sought feedback from the school community and the general consensus is to continue with them – they are liked by both children and parents.

Agreed to continue for another year.

Consider tiered pricing (shop-bought vs homemade).

**GT/Cake Sale
Fairies**

Funding Contributions:

Lions donating £300 towards 3D printer.

Class Reps:

Decision: All agree they are not required next year.

Summer fete:

Initial planning underway; raffle prizes being collected.

Agreed stall list includes:

- Beat the goalie (Chris Davis)
- Stocks / soak the teacher
- Tombolas, lucky dip, splat a rat, chuck a choc, mini golf, etc.
- Face painting (Kat TBC), hair glitter (Carly confirmed)
- Police attendance confirmed
- Bouncy castle booked
- BBQ (Henry)
- Candy floss
- Bar (donation tbc)
- Llamas (TBC)

Exclusions: Giant Jenga, tin can alley.

Other considerations:

- No external stallholders
- Calendar pre-sales
- Explore online auction/raffle via GalaBid
- Crockery smash – final decision on this TBC, mixed views so we need to review how strong an earner it has been. Carry forward to next agenda.

Sports Day refreshments:

AP approved

Quiz night (Chris Day-Kerry) – confirmed, 10th July

Calendar – progress required. Invoices need to be sent to advertisers, printer contacted, timings to be properly scoped out for next steps.

Car boot sale

Explore “roving” model (map, advertising, fee)

Potential World Cup-themed event (non-uniform day + sweepstake)

KR

KR/GT

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| <p>4. Treasurer's Report</p> <p>Report accepted as read. Ant provided a verbal update of financials. Financial position healthy with significant spend. £8,000 paid to school. No accruals currently recorded.</p> <p>Decision: Committee approved drawing down from grants towards STEM classroom.</p> <p>Action: Update accounts to accurately reflect SumUp income from Book Fair.</p> | <p>Action: AT</p> |
| <p>5. STEM Classroom</p> <p>GT confirmed no further progress has been made or roadmap provided. Waitrose green token funding noted. Further discussion required to confirm next steps – GT to speak to AP.</p> | <p>GT</p> |
| <p>6. Lawnmower update.</p> <p>Previously discussed as part of agenda point 2 and EGM.</p> | <p>N/A</p> |
| <p>7. Review PTFA Strategic Plan, committee roles and how to improve further.</p> <p>Carry forward to next agenda.</p> | <p>KR</p> |
| <p>8. EGM</p> <p>All agreed this is now needed to facilitate the move from our current 1992 Parentkind constitution to March 2021 version.</p> <p>Proposed date: Tuesday 21st April, 3:20pm (school hall)</p> <p>Requirements: Minimum 3 weeks' notice Minimum 4 non-committee attendees for quorum</p> <p>Actions: All committee members to confirm attendance GT to announce meeting</p> | <p>HO/AT/KR/GT GT</p> |

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| KR to draft agenda, rationale, and supporting information | KR |
| <p>9. Village Hall Time Capsule</p> <p>Discussion deferred. Lead to be assigned at next meeting.</p> <p>Carry forward to next agenda.</p> | KR |
| <p>10. Outstanding funding requests</p> <p>KR raised the potential to support the Exmoor Challenge team with sponsored T-shirts for their event in May. 12 children taking part. Committee in favour in principle but need Ian Joyner (who is leading the team) to submit a funding request for full consideration.</p> | |
| <p>AOB</p> <p>Nothing raised.</p> | |