

Newton Poppleford School Association (PTFA)

Autumn Term 1 meeting minutes 2024

Attendees: Teri Murphy (Co Chair), Georgia Trengove (Co Chair), Henry Odbert (Deputy Chair), Any Tribble (Treasurer) Janine Rudling (Secretary) , Katy Evans, Bob Tubbs, Kate Clemens, Kelly Rogers, Laura Broughton, Rebecca Burdus, Sarah Furzer, Tanisha Ellis, Gemma Joyner, Sian Pond, Anna Oldroyd, Camille Harman, Morgan Wilkinson, Jo White, , Helen Tubbs, Kirsty Rorke, Amy Sweet, Anna Trossell, Becky Newbury, Becky Procter, Nikita Brown, Caroline Beck, Charly, Dannie Flynn, Guy Frankland, Rachael Hailstone, Claire Harvey, Donna Johnston, Morgan Osborn, Joy Petley, Carly Pugsley, Susie Cheyne, Mikyla Tribble, Kirby Whittock, Eva Green, Jakey

Welcome

This is the virtual meeting group to discuss all matters PTFA and fundraising related, anyone is welcome to join by contacting Teri Murphy 07909 798441 or Georgia Trengove 07967017726

Funding requests

£338- Year 4 visit to Exeter RAMM

£190- Year 4 Clive Pig storytelling session

£75- East Devon Band for the Christmas singalong

£125 –Preschool for Professor Bumble for a Christmas treat

£240- All whole Christmas crafting

£175- Year 3 Steve Manning storytelling session

£159- Preschool double sided easel

£185- Year 5 towards the Escot trip

£1000- Whole School Pantomime trip-agreed

Welcome back

Teri welcomes everyone back from a wonderful summer. Firstly, a massive THANK YOU for all your input and effort last year, we are looking forward to a full programme of fundraising and fun this year, and of course, spending all that money on enriching our children's school experience 😊 Now, if you would like to leave this group, please do so with my love and gratitude. But also, please don't leave 🙏😭 If you know anyone who would like to get more involved, please encourage them to join this group 😊

SAVE THE DATES! 📅

Here is a heads up for planned PTFA events for this term. If you'd like to be more involved with the planning for any of these events, please shout to me or Georgia. Otherwise, look out for more details and ways to help as they come up here!

We just wanted to give you a heads up about upcoming events this Autumn Term. We don't want to bombard you but also would love you to see what fantastic ideas people have already have! If you would like to contribute ideas, be involved in the planning or help at the event then please vote at the bottom and we can add you to the necessary planning groups.

(The AGM and cake sales don't have planning groups 👍)

🍰 Year 6 Cake Sale 🍰

26th September after school (year 6 reps in charge)

📅 PTFA AGM 📅

17th October 8pm. Please come along to the AGM! We will review last year, elect committee members, share ideas, and set the schedule of events for the coming year. EVERYONE IS WELCOME 🌟

📅 School disco 📅

23rd October 3:20-4:20. We are looking for donations of unwanted gifts (new, unopened) helpers to set up, help at the disco and tidy up.

🍰 Year 5 Cake Sale 🍰

24th October afterschool (year 5 reps in charge)

🚗 🗺️ Half Term Car Treasure Hunt 🚗 🗺️

This is Sian's lovely idea and will be run over the half term.

🔥 Bonfire Night 🔥

8th November. Parish Council have invited the PTFA to cater the village fireworks event again this year. This is a great fundraiser for us and we are excited to sizzle some sausages 🍷 The Cannon are on board to cook the BBQ, now we just need you! VOLUNTEERS NEEDED! Can you steward the event? Can you sell some burgers? Can you sell tickets?

🍰 Year 4 Cake Sale 🍰

21st November after school. (Year 4 reps are in charge)

🍹 Club TROPICana 🍹

22nd November. A masterclass in cocktails and tropic night in one at the Cannon Inn.

🎄 Christmas Fair 🎄

7th December 2-4pm. This is one of our biggest and magical PTFA events.

Thank you for your continued hard work! This is looking like an exciting term 🗳️ A poll was created and once you had voted you would be placed the correct organisation group.

It was queried whether the meeting taking place on the 9th September was the AGM however this meeting is a little welcome and brainstorming session before the AGM.

Asda Cashpot for Schools

Joy very kindly suggested that the PTFA looked into this scheme to benefit the school. Georgia set it up using our parentkind membership and connecting with Asda.

Book Shop

A shoutout for books for the new book shop opening this term.

Fairy (new roles)

CLOTHING BANK: Anna is our chief clothing bank fairy and is exceptional at it 🧺 but could do with some support please 🙏 If you notice the bank is full, please send Anna Oldryd a message so she can arrange a collection. If you see bags left on the ground around the bank, please rescue them (as they won't take them if they're wet!), they can be left in one of the PTFA sheds until the bank is empty, and let Anna know they're there!

UNIFORM SHOP: Kirby and Jas have volunteered to be our uniform shop fairies 🧺 You can support them by keeping an eye on the uniform shop and letting them know if there are any problems!

BOOK SHOP: Would you like to be a book shop fairy? We need a chief fairy/team of fairies to manage the book shop please. You'll keep on top of sorting book donations, keeping it tidy, displaying donations ready for sale, and let staff know when there are new donations they might want to rummage through. This can be done anytime during the week as the book shop is accessible all the time.

Our uniform shop, book shop, and clothing bank fairies are sprinkling their fairy dust so utterly magnificently 🧚🏻♀️🧚🏻♀️ that we are keen to recruit a wave of new fairies to spread the load and harness the skills and enthusiasm of our lovely volunteer team!

Can you take on one of these roles? It would be your own area to project manage, with autonomy, and always the full support of the committee and wider team. You can jump in on your own, or team up with a BFF to job share. (Please note, there is no personal expense involved in any of these roles, all spend will be agreed with and reimbursed by the PTFA) Contact Georgia or Teri if you want more information or to nominate yourself! 🧚🏻♀️

CAKE SALE FAIRY 🧚🏻♀️🧚🏻♀️

Responsible for;

- Setting and communicating cake sale dates for the year in liaison with the chair
 - Reminding class teachers when their cake sale is approaching
 - Marketing and communication
 - Organising float and resources
 - Counting takings, keeping records, and banking with the treasurer
 - Communicating totals raised to reps, committee, and class teachers
- Full training and ongoing support will be provided!

DISCO FAIRY 🧚🏻♀️🧚🏻♀️

Responsible for;

- Organising termly discos
 - Liaising with school and chair to fix dates
 - Liaising with DJ
 - Recruiting volunteers
 - Organising shopping list/donations for drinks, tuck shop, face painting etc
 - Organising prizes and deciding games
 - Marketing and communication
 - Organising floats with treasurer
 - Counting takings, keeping records, and banking with the treasurer
 - Communicating totals raised
 - Amending current risk assessment as appropriate with the secretary
- Full training and ongoing support will be provided!

FREEZY FRIDAYS FAIRY 🧚🏻♀️🧚🏻♀️

(This is a seasonal role, second half of summer term only!)

Responsible for;

- Setting dates in liaison with the chair
 - Marketing and communication
 - Sourcing ice pops and arranging freezing
 - Volunteer recruitment and arranging rota
 - Organising float with treasurer
 - Counting takings, keeping records, and banking with the treasurer
 - Communicating totals raised
- Full training and ongoing support will be provided!

BOOK FAIR FAIRY 🧚🏻♀️🧚🏻♀️

(This is an annual job, once a year!)

Responsible for;

- Setting date in liaison with the chair
- Marketing and communication
- Liaising with Scholastic
- Coordinating competitions and prizes
- Volunteer recruitment and arranging rota
- Organising float with treasurer
- Counting takings, keeping records, and banking with the treasurer

- Completing book fair report
 - Communicating totals raised
 - Liaising with staff re spending rewards
- Full training and ongoing support will be provided!

Cake Sales for 24/25

The Class Reps voted to increase the cake sale prices which will hopefully reflect the cost of ingredients and increase the pots of money the teachers can spend on the children.

26th September – £227.00

24th October –

21st November –

30th January –

27th February –

27th March –

8th May –

19th June –

PTFA Survey review

Georgia created a survey of the PTFA on google forms. As a PTFA we wanted to get an idea what worked well and what we need to change in order to keep the PTFA work efficiently and provide what the school community wants. The results will be attached to the minutes if you would like to view them.

Janine very kindly summarised the main points:

- autonomy - sounds like there are people who do want to get involved but don't feel empowered or perhaps trusted to take forward initiatives, so perhaps thinking about how we can approach this going forward so that more people are involved and it's not always the same amazing supporters. Can we really 'walk through' the experience/journey of a parent/new parent and the PTFA? Look at what works well and if we respond to some of the barriers noted in the feedback?

- appreciation - taking the time for a more 'personal' approach to thanking people. Not necessarily individually but engaging at the events with helpers or afterwards in WhatsApp groups or emails.

- visibility of raised money - really showing, on a regular basis, how much we raise and what the money is spent on. This will help to build the link between the funding activity and the purchase.

- getting pupils involved - I saw a couple comments around getting pupils involved. I think this is lovely - bring their own ideas, give them accountability and a part of their school.

- less frequent but well informed communication. I'm possibly slightly biased in that I am the same. The WhatsApp messages are intense! Can we agree a regular pattern of comms? ie 1 month via email have a bulletin. Then just one message the day or week before the cake sale.

- how we communicate - looks like some prefer email and WhatsApp. Having the same message multiple times is overwhelming and people switch off when there may well be something key in the latest addition! As above, can we have a 'purpose' to the regular email comms and really limit the WhatsApp's?

- meetings - looks like there might be a need for two times for meetings, worth trialling.

The PTFA had a great discussion about different things that we think could introduce suggestions included: fruit offered at cake sales too, growing a £1 initiative, children running stalls at the fairs, easyfundraising, baking contests.

Meeting with Mr Pope

Georgia and Teri had a meeting with Mr Pope today, we went through the schools wish list and what the PTFA might be able to fundraise for. We have agreed that this year we are going to do a massive push for a trim trail for KS1 on the bottom field and climbing frame/equipment for KS2 on the top field 🤔

There will be an announcement coming from school to all parents, but we thought we'd give you guys the heads up. The next step is to get some quotes and set a fundraising target, and let everyone know that we're on a mission! 😊

Georgia wanted to follow up on the conversation yesterday with regards to growing a £1. Like I said Mr Pope really likes the enterprise idea and linking it to maths week in November. However, he was much more keen than rather it being individual and something that is done at home (worries about that it will be parent led, some children won't be able to be supported even if they are enthusiastic to participate) therefore has proposed the idea that each class is given a sum of money and see what they can create as a class? Possibly make a business plan, work out costs, profits etc. Also introducing this in November means that potentially pupils can sell at the Christmas fair. Also it can be become a bit of a competition between classes?

Generally, most of the group agreed this would be a good compromise, however some reservations about the pressure on parents, possibly try to include banks/businesses to support the idea, possibly not an individual idea anymore.

Meeting with the School Council

Georgia had a lovely meeting with the school council today, where they shared some of their ideas—though I had to remind them a few times that certain things would be Mr. Pope's responsibility!

Here are some of their main suggestions:

- More goals and footballs for the playground.
- Organize a fair where children can sell their handmade items, with the profits going to the PTFA.
- Create a sheltered area in the KS2 playground.
- Host a sponsored football tournament to raise funds.
- Offer a class reward of a day trip to Adventure Island for raising the most money.
- Install monkey bars in the playground.
- Provide more indoor activities for wet play days.
- Invite interesting visitors to teach them about various topics.

Bonfire Night hosted by Newton Poppleford and Harpford Parish Council

👤 BONFIRE VOLUNTEERS! 🙌

We are recruiting in preparation for the village bonfire night. It's a really good night where we support the Parish Council and host the BBQ. We need a number of roles filled please:

👤 Stewards


I think we have all the steward positions filled but if you are interested in helping let me know. Stewards need to be available from 5pm (or asap after that) as there is a safety briefing before the gates open at 5:30. Stewards get fed from the BBQ and two free tickets (one for them, one for another person they really like 😊)

👤 BBQ volunteers...

Again I think positions filled (hopefully) but again if you are interested let me know and I'll contact the volunteers separately with details 🙌

👤 Ticket sales...

I am looking for some people to sell tickets after school. We will start selling tickets the week starting 21st Oct and then the week after half term. Last year we had a fantastic board to draw attention to the selling team 😊

 Flyer distribution....

There are 223 flyers in all, for the larger areas possibly more than one person to take them please!

School Lane - 25

Robert Way - 5

Turner Close - 36

Glebelands - 33

King Alfred Way inc Fairleigh - 78

Little down Lane & Orchard - 36

Please let me know if you can help!

School Calendars

Kelly Rogers was talking to a friend and she mentioned that her school's PTFA sells a calendar each year (like a physical printed calendar to hang on the wall) that includes all the key PTFA events and term/school dates for the year ahead. It also has a self-portrait of each child on the month of their birthday (cute!), and they sell advertising space to local businesses. Calendars are sold to parents for £6 each. Adverts are sold to businesses for £50 each.

Information gathered so far...

- Only one size (A3) every child in reception gets one for free
 - Rest of school pay £6 per calendar
 - Ads £50 each and businesses who advertise get a free copy
 - Reception kids draw their portraits when they come in for settle days ahead of the summer hols
 - Academic year.
 - Pics are arranged so each month shows all the kids in school whose birthdays are that month. (The yellow star is because Wren wasn't there when they did their pictures.)
 - Year 6 draw all the teachers and governors after finishing SATS
- A quote from my friend "EVERYONE buys it because it's like 'The Bible' for the year and has everything on it. Grandparents buy them too."

A group has been formed to create the calendars that the PTFA group are very excited about!

AGM

See separate minutes for the AGM, very well attended and lots of enthusiasm! Here are the new roles:

PTFA Committee 2024/25

Co-Chair: Teri Murphy

Co-Chair: Georgia Trengove

Deputy Chair: Henry Odbert

Treasurer: Ant Tribble

Secretary: Janine Rudling

PTFA Class reps 2024/25

Preschool: Hannah Haines & Nikita Brown

Reception: Rachel Hailstone & Susie Cheyne

Year 1: Jasmine Tom & Kirby Whittock


Year 2: Sian Pond & Claire Harvey

Year 3: Amy Sweet & Anna Trossell

Year 4: Mikyla Tribble & Gemma Joyner

Year 5: Kelly Rogers & Helen Partridge

Year 6: Carla Beckman & Sarah Furzer

FAIRIES! 

UNIFORM SHOP: Kirby Whittock & Jasmine Toms

BOOK SHOP: Amy Sweet & Jo White

CLOTHING BANK: Anna Oldroyd

ALLOTMENT: Anna Trossell

HANDY HEROES: Henry Odbert

CAKE SALES: Rachael Hailstone & Becky Procter

DISCOS: Hannah Haines & Claire Harvey

FREEZY FRIDAYS: Kirby Whittock & Jas Tom

BOOK FAIR: Caroline Beck & Kelly Rogers

Coop Local Cause

Newton Poppleford PTFA have been selected for the COOP local cause and the more members that choose our cause the more funds we will receive.

School Lottery

We have a weekly winner and the chance to win £25,000 plus non-cash prizes. Visit www.yourschoollottery.co.uk to buy tickets.

Easyfundraising

Easyfundraising.org.uk is still working though so please suggest this a shopping portal for online shopping and effortlessly donate to the PTFA.

-Anyone can join this group by contacting Teri Murphy, Co Chair 07909 798441 or Georgia Co Chair 07967017726