

Newton Poppleford School Association (PTFA)
Committee Meeting Minutes – Virtual meeting via WhatsApp
Autumn 1 2024

Attendees: Teri Murphy (Co Chair) Georgia Trengove (Co Chair) Henry Odbert (Deputy Chair) Janine Rudling (Secretary) Ant Tribble (Treasurer)

Welcome back everyone.

PTFA funding requests and purchases

£338- Year 4 visit to Exeter RAMM-agreed

£190- Year 4 Clive Pig storytelling session-agreed

£75- East Devon Band for the Christmas singalong-agreed

£125 –Preschool for Professor Bumble for a Christmas treat-agreed

£240- All whole Christmas crafting-agreed

£175- Year 3 Steve Manning storytelling session-agreed

£159- Preschool double sided easel-agreed

£185- Year 5 towards the Escot trip-agreed

£1000- Whole School Pantomime trip-agreed

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 –

School disco and Parish Council disco

Elena Channing contacted Georgia with regards to doing a shared disco for the community this year. However, the committee voted in favour of separate discos as the Parish Council disco was in half term and the committee agreed to keep the disco simple as before at school. Thank you Elena for reaching out we really appreciate it.

PTFA Survey

The committee voted on where and when to publish the PYFA survey. They decided on school email, facebook and school whatsapp groups. We discussed as a committee what questions should be added or adjusted. We wanted to maximise the impact of the survey and review how we could engage more people to participate with activities.

Adam Stansfield Foundation

The Adam Stansfield Foundation kindly donated two goals and two bags of football for the pupils to enjoy. Thank you so much for your generosity.

September meeting

Brief note from last night- leaving these here for future discussion at AGM:

- advertise easy fundraising more
- consider have no parents at discos
- consider what route, sponsorship or fee, how many volunteers etc
- create a possible 'friendship' opportunity for new parents in reception like a coffee morning
- speak to Mr pope about allotments plans, potentially ask class reps to organise yearly teams to maintain it
- interested in sensory garden and future plans
- possibly too many discos potentially film night instead
- cocktails and film night idea
- a challenge reading related connected to the book fair- book review, draw a character, make a book mark etc

- uniform shop fairies- Jasmine and Kirby
- an evening entertainment similar to party in the pop
- give a little thank you back at the end of the year- seeds to pupils

Coach allowance

The committee discussed increasing the annual coach allowance. We currently allocate £150 to each class every year towards school trips. The cost of coaches has gone up significantly and we haven't increased the allowance for a while (Teri suggested three years?) As a committee we agreed to raise the coach fund to £250.

Bonfire Night meeting

Henry attended the Bonfire Night meeting as he was invited as a bonfire builder however Henry spoke about the PTFA role. The PTFA were not officially invited to attend. The Parish Council have asked the PTFA to:

- Provide 10 stewards,
- run the bbq and sweets etc
- concession £100
- Chris also wants someone to act as head steward - I think basically doing the job he has done for that in the past.
- they're looking for helpers to build the bonfire too.

The committee agreed to the terms of the new agreement. The Cannon Inn have also agreed to the same arrangement as last year, thank you so much.

After some confusion with regards to the Parish Council's as their minutes differed from what we were told was going to be our concession, Georgia was invited to the next Bonfire Meeting where the committee agreed to:

- £150 concession for the BBQ and sweets
- We can sell glow sticks but the bar is too so I think it might be a waste of time and might wind up the bar 🙄
- 10 stewards and a head steward
- Can we leaflet:
- Littledown
- King Alfred way
- Turners close
- School lane

- We will start selling tickets week commencing 21st Oct.
- They are happy for the winner of the guy competition to start the fireworks.
- They are low on bar staff so if anyone wants to volunteer then that's great.
- Can we shoutout for any strong people the morning 8th November to help build the bonfire

Summer Fete

Summer Fete 2024			
Stall	Takings	Expenses	Profit
Raffle	£1,875.00	£72.00	£1,803.00
Bar	£299.40	£89.97	£209.43
BBQ	£240.00	£79.96	£160.04
Tuck	£76.85	£44.94	£31.91
Tombola	£349.05		£349.05
Plants and jumble	£77.40		£77.40
Facepaint	£121.00		£121.00
Cake raffle	£89.00		£89.00
Games	£263.65	£93.20	£170.45
Bouncy castle	£35.00		£35.00
Ice cream van	£90.00		£90.00
External stall fees	£10.00		£10.00
Total	£3,526.35	£380.07	£3,146.28
Raffle advance sales cash	£728.00		
Raffle advance sales Gatew	£672.00		
Raffle advance sales SumU	£60.00		
Raffle advance total	£1,460.00		
Raffle on the day sales	£415.00		
ATM	£250.00		

Meeting with Mr Pope

Just to keep you lot up to date from the meeting (hopefully I've got all the main points) this is what Mr Pope is looking at as priorities for this year:

- Focus on completing the sensory garden. We need to look at quotes again, apply for a grant for musical instruments and buy storytelling chair etc
- Trim trail for KS1 and climbing apparatus for KS2 so need to look at quotes for these.
- Create an outdoor reading room/ outdoor stage area in the top playground. Applied for grants already towards these.
- EYFS PE equipment

Henry would like more say in how the funds are spent in the future and Teri and Georgia both clarified that the spending of funds was predominately down to what the school needed and what Mr Pope thought was necessary.

New committee members

Jon added Ant as Full Account Signatory and Georgia as Limited Signatory. So both should be getting email or phone call at some point from Lloyds Bank. He also requested Debit Cards - these will be sent to the school office as it's our official registered address. Teri will also get an email/phone call as she will need to approve as we have 2nd approval on the account for security. Teri wanted to check that everyone that is standing for the new committee roles is still interested and happy to stand. Everyone is happy to still stand and for their names and email addresses to be published on the school website.

Funds

Jon suggested we purchase a banner when we are selling at events such as Bonfire Night, however after looking at prices of around £32 the committee deemed it a wasted purchase of PTFA funds. Jon also highlighted that we have an annual payment going out of £180 to LocalGiving (£150 + VAT) which I think was a legacy of the massive fundraising effort for the school build. However, as we do not receive any benefit for this anymore we have cancelled this direct debit. Janine shared the Gift Aid website to look into whether we can claim gift aid from the Uniform Shop.

Teri explained to the new committee members that in order to easily agree funding requests we need to like the request or explain why we do not support the fund. Teri explained that we found this system is quick and easy.

Georgia wanted to share the crowdfunding campaign we'll be launching after the half-term break! Even before the official launch, we've already received a £30 donation, including a generous £10 monthly contribution. I wanted to share this with the team before it goes live. This campaign idea initially came from a grant I applied for, though it was ultimately unsuccessful. The original plan was to fund an outdoor classroom in Adventure Island, but after discussing with Mr. Pope, we decided to shift the focus of the campaign towards new play equipment. <https://www.crowdfunder.co.uk/p/newton-popleford-school-association-1015155>

AGM

There was some confusion between the Treasurers report and the Chair's report regarding some of the finances. However, after discussions between Teri and Jon it was sorted and it was agreed Teri had correctly worked out the expenses.

Changing the google drive

Ant Tribble has kindly said that he will look at other options for the google drive that would be more accessible for the whole committee and wouldn't lock members out. The committee are looking for a user friendly alternative.