

Newton Poppleford School Association (PTFA)

PTFA AGM meeting minutes 2023

Attendees: Teri Murphy (Chair), Henry Odbert (Deputy Chair), Georgia Trengove (Secretary), Jon Leeson-Kings (Treasurer), Jasmine Toms, Kirby Whittock, Joy Petley, Kirsty Rorke, Johann Malawana

Apologies: Kate Clemens, Elena Channing, Amy Sweet, Ant Pope, Tanisha Ellis

Welcome

Thank you for coming everyone. Please introduce yourselves.

Chair's report

Chair's report is online for everyone to look at. Teri shared that it has been another absolutely fantastic effort from the whole school community that has resulted in a brilliant fundraising total of almost £9500. she is very proud of the PTFA team who made this total possible, it has been a challenging year for Teri on a personal level and is very thankful for the PTFA community for their ongoing support. Teri further stated that's she would not be able to organise the busy schedule of events and fundraisers that fill the school calendar without the incredible team that she says she is so lucky to have. The committee; Georgia, Henry, Jon, and (retired committee member) Kate, have worked tirelessly behind the scenes and Teri wanted to share her thanks as well as to the extended to the larger PTFA team and Class Reps who contribute to planning, organising, idea brainstorming, troubleshooting, making, baking, buying, wrapping, promoting, recruiting, raffle prize gathering and manning stalls. Teri also stated how she grateful she is to all those who helped run our events, to the local businesses and organisations who support them and to everyone who takes part. Teri also wanted to highlight that although we reduced the amount of fundraising the past year and our set target was £10,000 and we raised £9,500 very impressive still. This is still a fantastic effort with the big four fundraisers of Bonfire Night BBQ, Christmas Fair, Easter Extravaganza, Summer Fete as well as they other fundraisers such as Freezy Fridays (thank you to Amy Sweet).

Teri highlighted the PTFA Income during the year 2022/23

PTFA Income during the year 2022/23

Events

- £520 Bonfire night BBQ
- £217 Tropic party
- £1086 Christmas fair
- £315 Christmas cards
- £335 Book fair
- £588 Easter eggstravaganza
- £2720 Summer fete
- £200 Freezy Fridays/ice cream Friday
- £27 Sports day refreshments
- £1635 Class cake sales

Passive Fundraising

- £1446 School lottery
- £181 Uniform shop
- £83 Amazon Smile
- £17 Giving Machine
- £53 easyfundraising.com
- £26 Clothing bank

Projects funded by the PTFA

The school have been gratefully spending all this hard-earned cash on our children! This year the

- Preschool water play table
- Preschool visit from Chris Johnson animal encounters
- Preschool Boo To A Goose Theatre performance
- Reception classroom resources
- Reception trip to Dawlish Warren
- Reception and Year 1 trip to Paignton Zoo
- Year 1 trip to Brixham to visit the Golden Hind
- Year 2 trip to Budleigh beach
- Year 3 fossiling trip to Lyme Regis
- Year 3 Egyptian RAMM visit
- Year 3 visit from Stone Age historical storyteller
- Year 4 Sidmouth Science Festival workshop
- Year 4 Roman RAMM trip
- Year 4 visit from Ancient Greek historical storyteller
- Year 5 Escot Saxons trip
- Year 5 visit from Saxons historical storyteller
- Year 6 Cobbaton Combat Collection trip
- KS1 storyteller workshop
- KS2 artist visit and workshop
- KS2 Books to accompany author visit
- Preschool leavers gifts
- Year 6 leavers activities
- Christmas music event brass band
- Christmas crafting activities
- Theatre Alibi performance
- Kings Coronation picnic goodies
- DSLR and equipment for The Hive
- Books for the school library
- Spelling Frame subscription
- Staff recognition raffle prizes

Teri expressed her delight to work with Newton Poppleford & Harpford Parish Council again at the village bonfire night event. Many thanks to Sian Pond for organising a great fun Tropic Party in aid of the PTFA. Acknowledgment to Jody Hall's hard work in coordinating the Christmas Card artwork in school. Thank you to Gordon Legg of East Devon Ices for organising Ice Cream Friday. Thank you to Camille Harman and Anna Oldroyd for running the uniform shop. Huge thanks to those who have kindly donated their school lottery winnings to the PTFA, we have received four donations from winners this year. And thank you to all the class reps for organising their class bake sales. Sadly, our clothing bank has been removed by the company who supplied it, due to a reduction on their routes, we are hoping to replace it soon. Unfortunately, Amazon Smile has ceased to operate this year, so we will no longer receive income from this source. Teri would also like to say thank you to the school community for supporting the events throughout the year.

Treasurers report

Jon shared the PTFA Current Account opening balance for 2022/23 was £20,545.05 which was the result of great fund-raising year in 2021/22 for which the PTFA committee are extremely grateful to all involved. At the end of the 2022/23 year the Current Account stands at £24,739.03. This results in total End-of-Year funds on 31st August 2023 of £24,739.03. Of this balance £9,700 is ringfenced for use in the Outdoor Space projects leaving a total of £15,039.03 available for use by the school. Seeing a balance increase is always encouraging, but to give an idea of the work involved, this year the PTFA Inbound Cashflow was a total of £11,558.13 with outgoings of £4,768.54 in the form of expenses, resulting in an annual fund increase of £4,193.98, but more importantly, investing £5,851.73 in equipment for the school and trips, workshops and experiences for the children. These are the figures that will be submitted to the Charities Commission which we are required, as a Charity, to each year. Jon explained that we had moved the PTFA bank account from HSBC as we would incur monthly fines and moved to Lloyds where we will not incur monthly

charges for treasury account. Jon explained that the PTFA always need a buffer or capital for floats or for requests but haven't fundraised yet therefore that is why we have a healthy bank balance.

Reminders will be sent out to class teachers of their current pot of cake sale money from carry over and that coach funding money is available. Jon highlighted some detail around income and donations which can be found in detail in the Treasurer's report. Jon highlighted underlying PTFA expenses:

- Parentkind
- Lottery licence
- TENS
- School Comms fees
- Santa costume
- Bank charges

Jon also stressed that when funds are requested, the PTFA will always make sure the best value products or services are found.

Election of committee

The outgoing 2021/2022 committee was thanked for their work by Teri.

The following appointments were made by unanimous vote:

- **Chair:** Teri Murphy
- **Deputy Chair:** Henry Odbert
- **Treasurer:** Jon Leeson-Kings
- **Secretary:** Georgia Trengove

Anyone interested in Treasurer and Chair role next September please get in touch.

Class reps

- **Preschool** - Rebecca Burdus and Tanisha Ellis
- **Reception** - Anna Trossell and Amy Sweet
- **Year 1** - Sian Pond and Helen Tubbs
- **Year 2** - Rachael Hailstone and Elena Channing
- **Year 3** - Mikyla Tribble and Gemma Joyner
- **Year 4** - Kelly Rogers and Chloe Pawson-Pounds
- **Year 5** - Carla Backman and Sarah Furzer
- **Year 6** - Kate Clemens and Helen Partridge

Fundraising Plan for 2023/2024

- Target for this year is £10,000 Fundraising events for 2022/2023 will include:
- Cake Sales.
- Bonfire Night thankful to the PC- organising under control we need 4 stewards – 3rd November.
- Christmas cards sent home and parents can order them online.
- Christmas Fair – Saturday 2nd December. Planning meeting later.
- Easter Extravaganza – date to be confirmed. It has been voiced that three fairs is too much in a year, hard to get volunteers etc however everyone loved the rainbow raffle and the Easter egg hunt so we will just do an event with these not the whole fair this year.
- Carboot sale – we will try this again and schedule for the spring date to be confirmed.
- Summer fete – pencilled in for 28th June.
- Freezy Fridays to continue in the summer term as very successful and free ice cream Friday last day of term.
- School lottery.
- Shopping portal.
- Uniform shop – we have got a new shed.

- Second shed is for a second-hand bookshop and donations for good condition books.
- Disco KS1 and KS2 separate.

AOB

- Teri is going to explore whether we need to fund coach costs more and raise the coach money we give to each class from £150 to £200.
- Alternatively, Kirsty suggested that the PTFA help partially fund the children's swimming lessons as this has been expressed as large expense for parents.
- The PTFA are exploring supporting the cost of an outdoor classroom for Adventure Island or look to pay for an environmentalist to assess the bat house to see if this could be used as an outdoor space.
- For the PTFA to explore any more costs for the Hive set up.
- Johann suggested that the PTFA share how much they fundraise and support the school on a wider platform such as on social media, local newspaper, parish news etc.

Future meetings

The ongoing WhatsApp meetings are working well. It is good for communication and quick responses. More planning meetings now need to be held in person.