



# Meeting Minutes

Version 1

Held: 8<sup>th</sup> January 2024 - 7:30pm @ The Blacksmith Arms

## Present

Katharine King (KK) - Chair  
Sarah Armstrong (SA) - Secretary  
Jess Jasper (JJ) - Member  
Sophia Kelly (SK) - Member  
Sarah Young (SY) - Member  
Tom Lumby (TL) - Lead Teacher

## Absent

Barbara Young (BY) - Member  
Jenny Venning (JV) - Parent  
Helen Findlay (HF) - Treasurer  
Charlotte Harris - Member  
Chloe Collacott - SEN Lead & Reception Teacher

## 0. APOLOGIES

BY sends her apologies; she is absent as her daughter is poorly. HF is unable to attend as she is solo parenting. She hoped to attend via the laptop link, but unfortunately the Wi-Fi connection wouldn't allow this from the pub location. Perhaps an alternative venue is required until reliable Wi-Fi can be provided in The Blacksmiths.

## 1. PREVIOUS MINUTES

Previous minutes were signed by the Chair and kept on file for the records. No amendments from attendees were raised.

## 2. FINANCES

Total Current & Savings Account balance = £5,884.07

Cost for the panto bus is still to be deducted (£524.67. **Emily Jinman & HF continue to sort this.**)

£30 has been raised so far by people (8 people) using the 'EasyFundraising' app to purchase items online. (This could be promoted harder as this is easy money to raise at no cost to anyone. **HF investigating** how to spread the word.)

£492.11 profit from the Christmas Fair. This was very successful. Comments received were in high praise for the Santa doing a wonderful job with the children. Thanks to Marcia for catering. Contacting stall holders earlier next time may increase the number of stall holders available to attend as some had already been committed elsewhere but would otherwise have been interested. Mixing the event to include the village community works well for neighbouring Lamerton school, perhaps we could do the same? **SA to contact village committee** members to discuss.

## 3. EQUIPMENT STORAGE

The electrician has added the 2 double sockets to the PTFA shed. Unfortunately, we now know this shed also has a leaky roof. TL will ask the Academy maintenance person to add some foam to the roof/wall gap to prevent rain entering.

The plastic storage boxes remain in the other shed and are half filled with some PTFA items. The lids are keeping the contents dry. A date will be arranged soon to put all the items kept around the school into these boxes.

A new solid door and sorting the PTFA shed sign: This will be done at a later date.

Freezer: If anyone sees a small freezer available for sale, please inform KK.

#### 4. DBS CHECKS

KK now has hers. **HF, SK, BY, JJ still to chase.** **CH to ask Emily** to begin conducting her DBS. Emily reported to TL that some references have now been sorted so progress on some outstanding applications should be expected soon.

#### 5. PURCHASE REQUESTS FROM SCHOOL

The school have not made any requests.

CC has sent her list to TL of items she would like to purchase to 'level up' the purchases given to Mrs. Baldwin earlier in the year. This total was £209.98 +VAT. All agreed at the meeting that the PTFA would pay for this. **School to send the list to PTFA with receipts** for reimbursing.

ACTION = AGREED

#### 6. PTFA COMMUNICATION TO PARENTS VIA SCHOOL

**TL/School will produce a Google Form** which will go out to parents via the weekly newsletter requesting permission for the school to send PTFA communications to them using via email.

#### 7. SCHOOL NOTICEBOARD

SY has added the 'Bags for School' collection day (15<sup>th</sup> Jan) poster to the noticeboard.

**SY to produce Disco poster and put paper copy in the noticeboard too.**

**SK to promote our events online.**

#### 8. PTFA IDENTIFICATION AT EVENTS

**KK to progress with lanyard quote.** Lanyard will use the established 'Hoot' colours. About 10 lanyards are required. A PTFA lanyard will symbolise that the member is DBS checked. **SY to produce a little printable design** for the card holder on the lanyard.

#### 9. FACEBOOK PAGE

**JJ will create a page to advertise our events.** Comments will be turned off. It will be used to promote events. No faces of children will be shown.

#### 10. CHRISTMAS CARDS SALES

TL confirmed £77.90 was generated from this event. Perhaps next year a little more effort could be made to raise the standard of childrens' drawings. TL reported that more could be raised in future if we sign up to do it earlier in the year (Sept) as the percentage donated back to the school would be higher.

#### 11. BAGS FOR SCHOOL – Monday 15<sup>th</sup> Jan

The company are collecting it on Monday although the newsletter says Friday in the hope that any late donations are still included. Bags for pupils to take home to put their donations inside have been given out.

**SK to do a last push of the event** poster on social media.

The school are happy to be responsible for handing over the bags to the collection people when they arrive.

#### 12. GARDENING WORKING PARTY

Previous date was not possible due to bad weather.

Potential to arrange another date over one of the weekends of Half Term. **TL to propose new date.**

Duties to include moving 2T gravel around, general gardening and processing timber left behind after the tree felling around in the forest school area.

### 13. ASKING COMPANIES FOR DONATIONS

KK to compile list of companies (split into email contacts or visiting in person) and then we can each share the responsibility of contacting them. SA will send HF a list of all PTFA members and their email addresses so the Google Drive access can be shared to then work off one list.

### 14. NEXT EVENT – VALENTINES SILENT DISCO - Friday 9<sup>th</sup> Feb

It was agreed to provide a free silent disco to MA pupils 5:30-7pm.

This is a small gesture of reward to pupils and families who have helped raise money to date.

KK has received 2 quotes for the equipment hire.

Both will provide 3 transmitter sets with 3 channels to play different music through.

1. The national company charge £180 for 60 headphone sets.
2. The local Exeter company charge £145 but extras can be added at additional cost.

KK to investigate cost of more headphones if going with the Exeter company.

Exeter company will deliver headphones the day before and collect be after the weekend.

Competitions could be held for best dancer or best dressed pupil.

Pupils could be asked to decide on their own playlists per year group before the event to help generate interest.

We will charge for hot drinks for the adults and any bags of sweets sold.

Squash will be handed out for free to the pupils.

The hall will be used for the disco, with the doors into Hawk Owls classroom opened up to allow a quieter waiting area for parents to sit and for the drinks to be consumed.

KK can't attend as she is working. Other members present can all attend.

Neon face-paints or glitter could be offered for a small donation.

### 15. FUTURE EVENTS

EASTER EVENT – Weds 27<sup>th</sup> March. 3:30-4:30

Egg decorating competition judged by a visiting dignitary.

(Hard boiled) Egg rolling competition across playground.

Egg drop from height (without breaking) competition – Designs made from provided materials.

Could contact a company to offer pizza.

ADULT QUIZ – May or June.

JJ to discuss with Bradstone Manor contacts to discover if we might be able to use their venue. If so, when.

OR We could hold this at school selling alcohol if no children were present.

SCHOOL SUMMER FAIR AFTER SPORTS DAY

Date TBC

### 16. NEXT MEETING

Monday 5<sup>th</sup> Feb, 7:30pm @ venue TBC.

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