



## Milton Abbot Primary School

# Parent Teacher Friend Association (PTFA) 'Hoot' Meeting Minutes

Version 2

Monday 10<sup>th</sup> July 2023, 7:30pm at Jess Jasper's house

### Parent/Friend Attendees:

Katharine King (KK) - Chair  
*Helen Findlay (HF) – Treasurer*  
Sarah Armstrong (SA)- Secretary  
Barbara Young (BY) - Member  
Jess Jasper (JJ) - Member  
Sophia Kelly (SK) – Member  
Sarah Young (SY) – Member

### School Attendees:

Tom Lumby (TL) - Teacher

### Absentees:

Vicki Jordan (VJ) - Lead Teacher  
Tori King (TK) – Teacher  
Jenny Venning (JV) – Parent  
Emily Jinman (EJ) – Parent/  
School Administrator

*Italics indicate attendance via internet link*

(Following agenda headings previously issued via WhatsApp PTFA group)

## 0 Apologies

EJ sent her apologies; she cannot attend due to a family gathering. VJ is unable to attend due to preparations for taking school children to France.

## 1 Previous Minutes Agreed

Members agreed the previous minutes were correct.

## 2 Sports Day Summer Fayre

Members reported that people who attended the Fayre considered it a 'positive' event and that it 'had a good vibe'. Many consider it was a success and brought the school and community together. HF reported that the gross takings were approximately £556.70 (with a few IOU's outstanding ~£30). With costs to buy food etc. deducted (~£62), the total profit was £525. Approximately 25 tea-towels were sold; £202 worth of tickets were bought to play the games and raffle, £78 from the bric-a-brac and pre-loved uniform stall, and £149 from refreshment sales.

It was noted that 1 hour is a sensible duration for these kinds of occasions; Bigger events would need longer. Some parents came into the MUGA before the PTFA were ready to serve. Next time if the gate was kept locked until everything was ready, it would run smoother. TL explained that pupils from his class would have benefited from a PTFA member giving them verbal instructions for their jobs before they were left to it. This can be done in future. Using tickets to pay for games was a good idea as it kept the handling of money to only a few stalls. SK suggested perhaps a 'change' table could be added next time to allow customers to change their notes into smaller more useful coins. Having a PTFA event straight after a school event (e.g. Christmas Carol Service) is a good way to increase footfall.

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### 3 Hoot Logo

Thanks to SY who has kindly created 5 versions of the PFTA Hoot logo, having agreed the format with PTFA members over the previous weeks. SA showed all versions. SY provided them electronically in JPEG and PNG format. The logo will be used for various purposes and has been used to professionally print a banner for use at PTFA events.

### 4 Bank Update

HF and KK reported that access to the existing 2 Natwest accounts (current and savings) has finally been granted. Natwest are sending through bank cards and online access to the 3 signatories which should complete within a week. A reminder that figures in the accounts are: £4,774.34 – Current account, figure was correct October 2022; and £1,793.43 – Savings account, figure was correct at April 2023. The numbers will be updated once online access has been granted. Total balance of these two accounts plus the float after the summer fayre is £7,284.47. (Note - this total does not include pending payments for the purchase of the banner, tea-towels, fayre and disco items).

SK offered that in future it may be useful to investigate how much charges are if customers want to buy things using QR codes on a device instead of paying with cash. Using this method via PayPal incurs a charge of 1.5% + £0.10 per transaction. HF offered that if we were to use the ParentKind linked service called 'BOPP' the charge is 0.5% with a ParentKind discount bringing the cost to 0.4% per transaction. **HF will investigate this and report back.**

It was noted that the Tavistock branch of Natwest Bank is closing in mid October. Banking may still be possible through the Post Office counter.

It was re-iterated that any spendings from the account must be officially agreed and recorded by all 3 signatories before it is processed.

### 5 ParentKind Membership & Public Liability Insurance

HF discovered that we are already members of ParentKind and that membership has been automatically taken out of the bank account via Direct Debit for some time. The Direct Debit is taken out of the account annually in January.

### 6 Saving Official Documents

As mentioned at previous meetings, all documents should be properly stored. HF has researched how this could be done and discovered that for GDPR reasons, saving documents onto a physical USB memory stick is considered unwise. Saving documents to a virtual storage area is considered safest.

A 'Google Drive' is available for free to those with a google email address/account. This has a capacity of approximately 15GB which would be fine for our purposes. Permission to view and save into this drive can be shared. **HF will explore further and with KK, will set this up over the Summer.**

### 7 Leavers' Disco – Wednesday 19<sup>th</sup> July, 5:00 – 6:30pm

The weather forecast looks good for this day. The decision to hold the disco indoors or outdoors must be made on Monday 17<sup>th</sup> July.

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### If outside....

On the MUGA. A table will be set up at the gate to sign people in/out and take entrance money. EJ will be in charge of this. TL noted that he will arrange and run the music/sound set-up just as he did at Sports Day. **VK had offered to provide her Bubble Machine** for the event. As it will still be daylight at this time, electric lights will not be used (as they would not be seen). Bunting will be used to decorate the space. Having balloons falling from a tarpaulin was considered as an extra game, but upon reflection may be too difficult to contain safely. TL's pupils have begun choosing their songs they would like played. TL intends to incorporate some games at the disco which rely only on the music to work (musical statues, garages, lords and ladies, sleeping lions, etc.). The PTFA will provide some prizes for the game winners, should TL wish to use them. **PTFA to get the left-over prizes from the Summer Fayre and pass to TL** before the Disco begins. Payment will be taken on the day at the gate for those attending the Disco.

### If inside...

In the School Hall. The sign in/out table will be set up nearer the Breakfast Club entrance door. Disco lights can be used indoors, **BY and KK to provide their personal lights**. Adults will be directed to stay in the Tawny Owls classroom and pupils will be able to use the Barn Owls classroom to have their drinks (keeping the dance area and drink area separate).

4 adults need to be present at all times at the disco. TL, VJ, EJ and SA (DBS checked).

### Timings..

5pm – Arrival, signing in, dancing.

5:45- Music will be stopped and trays with hot-dogs will be brought to the MUGA for the pupils to sit down and eat on the floor. Squash will be available to drink from the table outside the MUGA (to prevent drinks on the dance area). A small bag of sweets will be handed to the pupils after their hot-dogs are finished.

6pm- Music re-starts.

6:30- End. Music is switched off and pupils and adults are signed out at the gate.

First Aiders are TK, CJ and EJ. KK as a doctor will also be present. A first aid box will be available from the school. Usual school procedures for any accident will be observed and forms completed. Tea-towels will be available to buy from the sign-in desk.

### Responsibilities...

Time to set up will be required before the 5pm start time. Please can all helpers arrive asap after school pick-up.

EJ and one other PTFA member will be on the gate to sign the children in.

EJ to then stay on the gate.

JJ and BY to be helping in the kitchen to cook the hot-dogs. BY holds a food hygiene certificate.

HF to serve squash at the drinks table. KK to help sell Elderflower Lemonade and other refreshments to the adults.

SA to escort pupils to the toilet along with other school staff.

TL will remain with the music.

VJ, TK and Les Armstrong will be present to help too.

**SK and SY to confirm availability to help asap.**

We also intend to sell remaining (from Sports Day) cupcakes and spare hot-dogs to the adults present.

A separate space for the after-school sports club will be required. **TL to ensure this is arranged.**

### Pupil Information Form

**PTFA/School will need to create a form** to ask for the following information – Which pupils are going to attend; Who is their responsible adult present (if not their parent); Are there any dietary requirements or medical problems we should be aware of. Adding information on exactly what food (a hot-dog and a small bag of sweets) and drinks (fruit squash) will be provided could be an advantage to help parents understand our intentions for the event.

### Risk Assessment Adjustment

**KK and TL would like to ask VJ** more information on the procedure for who is allowed to take pupils to the toilet during the disco and where the other adults can wait, as the risk assessment may need altering.

### Newsletter Content

An **advert in the school newsletter (out on Friday 14<sup>th</sup> July) should be created by the PTFA** to sell the tea-towels and invite more parents/friends to join the PTFA.

## 8 Communication with Parents Through The School

HF mentioned that, legally, the PTFA should have a written agreement with each parent allowing PTFA matters to be distributed via The School communications. (Allowing the school to send out PTFA messages to parents.) HF added that under the ‘Vital Interests’ clause this information can still be gathered for the Disco in a few weeks’ time considering time is running out this academic year. It was hoped that this could be added to the school form which new parents sign at the beginning of the school year along with other school related permission requests (e.g. Permission to have their child’s photo taken etc.). **KK/SA to investigate.**

## 9 DBS checks

A DBS check for KK, HF and JJ is pending. It would make sense for SK, BY and SY to have this too so all members are able to do all DBS requirement jobs for events in the future. **SK, BY and SY to speak to EJ about this.**

## 10 Milton Abbot Fun Day – Saturday 15<sup>th</sup> July 11:30-late

**KK and SA’s husbands** are working to create the treasure map for the PTFA stall at the Fun Day. Each 10 x 10 grid square on the map will cost £1 each. **SA will ensure BY has it** by Saturday morning. BY will provide and donate the Lucky Dip game (50p a go) and prizes.

**BY will attend** the stall all day. **JJ and SK** will share being her helpers for the day. **HF** offered the use of the PTFA float. **TL to ask Mrs Baldwin** if she can offer a voucher for the Secret Stables to include in the winners’ goodie bag. Remaining items from the Summer Fayre could also be used for the prizes. **KK to compile for BY. JJ offered some extra products** she had intended to bring for the Summer Fayre.

**KK to give BY** the Banner. **BY to check with EJ** what time she should start to set up the stall.

## 11 School Wish List Form

**KK to finish drafting a template** and give to the school upon completion. This way the school can officially ask for items to be bought by the PTFA and fundraising at events will have a purpose. A

keyboard will be high on the list. From September, TL will arrange for pupils to say what they would like to have from the PTFA and get the opportunity to vote on what they care about.

A letterbox could be made and erected on the wall beside the newly adopted 'PTFA Display Board' to enable letters to be dropped in from pupils and parents as a way of communicating their wishes.

## 12 Leavers Jumpers

EJ told SA before the meeting that delivery of these is expected any day. The PTFA will re-imburse the school once the invoice is received. **HF and EJ to arrange.**

## 13 Gardening Club

SK offered that it might be an idea to sell flowers, herbs or vegetables grown by the pupils in the garden.

## 14 Events Planning

KK reminded everyone that early planning of events run by the school and PTFA is crucial to enable parents to attend.

A grandparent of a pupil offered that he could host and provide equipment for a Bingo evening. KK now has his contact details. All members liked the idea of an adult only Bingo event around the October Half Term. **KK to liaise with the grandparent.** This would be the first event after starting in September.

Following that, a Christmas event could be arranged. The School may do a Carol Service and the PTFA could do a Christmas Fayre afterwards. If this could be held in Milton Abbot Church (as was intended last year) then there may be the opportunity to have the Fayre in the Village Hall afterwards. **TL could investigate costs and suitability.**

A Valentine's disco could be held in February. TL noted that leaving April and May free of events would suit the Academic year well.

## 15 Summertime Jobs

**PTFA to compose a welcome message** to pupils and their families to include in the first newsletter from September and encourage new parents to join the PTFA.

**KK, HF and SA** intend to spend time from September looking into the existing items/equipment owned by the PTFA held within the school grounds (cups, saucers, etc.) to compile a stock list and work out what is sensible to do with it.

## 16 The Next Meeting

Monday 18th September, 7:30pm.

Location: SK house. Please contact EJ for information on how to find this.

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