

**Milton Abbot Primary School****Parent Teacher Friend Association (PTFA) 'Hoot'  
Meeting Minutes**

Version 1

Monday 12<sup>th</sup> June 2023, 7:30pm at Barbara Young's house.

## Parent/Friend Attendees:

Katharine King (KK) - Chair  
 Sarah Armstrong (SA)- Secretary  
 Barbara Young (BY) - Member  
 Jess Jasper (JJ) - Member  
 Sophia Kelly (SK) – Member  
 Jenny Venning (JV) – Parent

## School Attendees:

*Tori King (TK) - Teacher*  
*Tom Lumby (TL) - Teacher*  
*Vicki Jordan (VJ) – Lead Teacher*

## Absentees:

Helen Findlay (HF) – Treasurer  
 Sarah Young (SY) – Member  
 Emily Jinman (EJ) – School Admin

*Italics indicate attendance via internet link.*

(Following agenda headings previously issued.)

**0 Previous Minutes Agreed**

Members agreed the previous minutes were correct and KK and SA signed the paper copy for filing.

**1 Hoot Logo**

The school were unable to locate any existing logo files. SY messaged to say she would be able to offer some support to create a new logo if required. **SA to contact SY to discuss logo design.** All agreed the new logo should be like the old one (an owl in the middle of the word 'hoot' with the owl eyes forming the two letter 'o's). We will require 2 different logos: A simple logo with just the word 'Hoot' and owl picture; and another with the text 'Milton Abbot School PTFA' included (perhaps in a circle around the owl). Blues should be used as these are the school's colours. Retaining similarity to the existing class owl pictures (Barn owls, Tawny owls, etc.) would be sensible.

**2 Bank Update**

KK has made progress with this. A fortnight ago, the online form was completed by all the required parties on behalf of the PTFA and sent to the bank for processing. Once the bank have approved our application HF will request that we receive a bank card for the account to enable easy payment for PTFA purchases.

KK suggested that an email trail between at least two of the PTFA signatories should be recorded before any purchases are made. These emails should be kept on file.

As is the existing bank account arrangement, the current account will hold a smaller incidental amount of the fund money, and the savings account will hold the larger amount.

As previously documented at the last meeting, School have offered to pay for some PTFA items (Leavers' Jumpers, Tea-Towels) as a loan before the funds inside the existing bank account are released. The PTFA will reimburse the School once funds become available.

**3 Saving Official Documents**

All documents relating to PTFA finance and minutes of meetings should be kept securely. These could be saved on a USB and held by the Treasurer for safe keeping. **HF, SA and KK to discuss and agree process and report back at next meeting.**

#### 4 Sports Day – Friday 7<sup>th</sup> July

VJ suggested the times for the games be brought forward to the morning to allow the activities to be held when the sun would not be as hot. It was agreed to leave the timings as they were and keep the activities to after lunchtime (1pm). The PTFA stalls can go ahead after 2:30 on the MUGA.

Activities were agreed as follows, with their allocated adult:

Coconut Shy  
 Splat-the-Teacher - TL  
 Bull Ring game - SA  
 Hook-a-Duck - BY  
 Splat-the-Rat  
 Photo Board/Booth - SK  
 Tombola  
 Raffle  
 Bric-a-Brac (books and toys only)  
 Uniform Swap Shop  
 Refreshments (Ice-Cream, Elderflower Cordial – KK, Tea/Coffee – JJ, Cake – **All parents**)

KK reminded that all of the Y5/6 pupils should be in charge of a stall for 15-30minutes in order to earn their Leaver's jumpers. **A timetable to be produced and TL to co-ordinate.**

Money floats will be required on the stalls. **SA and JJ to discover the existing PTFA float** money existing at school. **HF to arrange floats.**

Selling Ice-Creams. VJ offered the use of the school freezer (newly de-frosted) to bring out to the MUGA and plugged in using an extension cable. **VJ to check condition of the freezer.**

There are a couple of gazebos owned by the school. More will be required to cover the stalls. Personal gazebos will be required from parents. This should be mentioned in the newsletter.

Raffle. VJ offered the use of the school raffle ticket books. **VJ to provide.**

PTFA equipment stored in the cupboard. Some crockery and other assorted items are already in school from the historical PTFA. **VJ to show SA and JJ the whereabouts of these items** and discuss their condition and use for this event.

School Kitchen. TK noted that the school chef Abi has given permission for the use of her kitchen and equipment (including a small dishwasher) for these events.

KK announced that she has secured an account at Bookers Wholesaler. The company require a copy of the minutes as proof of the PTFA group and then purchases can be made. **JJ offered to contact local supermarket companies** to ask for gifts of food and drinks to use for events. **KK to shop for and purchase required food and drinks.**

Prizes for the games will be required. Haribo sweets and pencils with rubber ends can be bought for this purpose. **KK will purchase the sweets and BY offered to obtain the pencils.**

Coconuts will be required for the Coconut Shy. **VJ to locate the frame** for the game as it is on school premises somewhere. **KK to research price of coconuts to ascertain if viable.**

Volunteers to look after some stalls are still required. Absent members and parents have offered support on the day. **All members** to ask around for who is able to help, **KK to draw up timetable.**

## 5 Leavers' Disco – Wednesday 19<sup>th</sup> July

Since the last meeting, the date for the disco has been changed to Wednesday 19<sup>th</sup> July. The change was considered necessary due to school members needing to be present.

Parents will be asked to remain for the duration. This will be for the Reception pupils up to the Y6 pupils (not outsiders or Little Owls children). Previously agreed times were considered too late now that there is a school day following. The new time for the disco will be 5pm – 6:30pm.

As previously agreed, the disco will be held outside on the MUGA if weather conditions allow. TL will provide the music. Decorations (balloons and bunting) can be borrowed from existing sources.

This will be a ticketed event, where attendees will be asked to pay an entry fee at the school gate, in return for 2 different coloured tickets. One ticket for an item of food, one ticket for an item of sweets. Squash will be provided for pupils free of charge. The ticket price may depend on the cost of the food. **KK to provide rough costs** so ticket price can be advertised.

It was mentioned that a food van has previously been used to buy hot-dogs etc. at similar school events. It was decided to just cook the sausages in the school kitchen to keep things simple.

PTFA will do mocktails for the adults to purchase.

The children will be kept on the MUGA until they need to visit the toilet. A DBS checked adult must accompany the children to the toilet. All adults must be kept in an area where they can be able to buy drinks. If an adult needs the toilet, they must also be accompanied by a DBS checked adult. A school adult will be present on the gate to monitor who is on school premises for security reasons.

The disco will begin at 5pm. At 5:30 the hot-dogs will be served and pupils will be able to exchange their ticket for their food. At 6:00 the sweets will be able to be exchanged with pupils.

**TK offered to bring her bubble machine** from the classroom.

## 6 Risk Assessments

There is an existing Sports Day risk assessment which the school can adjust to allow our PTFA activities to also be covered.

The School Disco risk assessment will need a little work. **VJ, JJ and SA to meet to agree contents.**

## 7 Non School Uniform Day

This will now be held on Friday 23<sup>rd</sup> June so that it can be incorporated with Rainbow Day (TK). Pupils will be asked to come to school dressed in rainbow colours in exchange for a donation of items we can then use for the Sports Day Raffle and Tombola. This will be advertised in the following school newsletter.

## 8 Tea-Towels

SK reported that the completed design is with the printers. They should send a prototype for approval imminently. They will cost £3.60 (incl. VAT) each. We intend to sell them for £7.50 each, and at a discount 2 for £10. A batch of 100 will be printed in this first run. These can be sold at the Sports Day and Disco events. **SK to monitor.**

9 Leavers Jumpers

EJ is ordering these. It has been agreed that School will pay for these and then PTFA will reimburse once the funds become available.

10 PTFA Communication

Distributing of PTFA business should be conducted officially by e-mail. The Whatsapp Group can be used for minor discussions. All members to send their e-mail addresses. The e-mail address to use for school is [admin@miltonabbot.devon.sch.uk](mailto:admin@miltonabbot.devon.sch.uk) . SA will collate e-mail list and keep on file.

11 Milton Abbot Fun Day

EJ was contacted by the Milton Abbot Village group asking if the PTFA would like to participate in having a stall at their Annual Summer Big Bash event on Saturday 15<sup>th</sup> July, 11:30 - late. The PTFA could take home all the proceeds. KK may be able to offer an hours help at the beginning of the day but she is already busy later on. SA is away that day. BY offered to help for the duration of the day but would appreciate another helper for the morning and afternoon. JJ could do the morning. SK will check if she can help for the afternoon shift.

KK and SA will create a map to use for a treasure hunt activity game. BY will sort out a Lucky Dip game. A trestle table can be used and a gazebo above borrowed. If other members able to help, would be appreciated. BY to let Sarah Atkin know we will attend and what we will be doing.

12 PTFA Banner

Producing a large re-usable waterproof banner with the new PTFA logo on would be good for advertising at different events. KK to investigate suitable types and costings.

13 Any Other Business

Newsletter Content. SA to compile minutes and send EJ an e-mail for all items to be added to the next school newsletter.

Second hand uniform shop – discussion around a swap shop or selling for small donations. It was decided small donations would be better so we can price appropriately if very worn. Aim to launch this at the Sports Day.

14 The Next Meeting

Monday 10th July, 7:30pm.

Location: JJ house. Please contact EJ for help on where this is.

-//-