

## Milton Abbot Primary School

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

Version 1

Monday 15<sup>th</sup> May 2023, 7:30pm at School

Parent/Friend Attendees:

Katharine King  
Helen Findlay  
Sarah Armstrong  
Barbara Young  
Jess Jasper  
Sophia Kelly

School Attendees:

Tori King  
Tom Lumby

(Following agenda headings previously issued.)

### 1 Voting In of Roles

As noted at the previous meeting (Thursday 4th May 2023) there are 3 roles which must be occupied for the PTFA committee to be properly formed; Chairperson, Treasurer, and Secretary.

Following voluntary offers, Katharine King was nominated to be Chairperson by Sarah Armstrong, seconded by Barbara Young.

Helen Findlay was nominated to be Treasurer by Barbara Young, seconded by Sophia Kelly.

Sarah Armstrong was nominated to be Secretary by Katharine King, seconded by Helen Findlay.

All nominated persons confirmed their agreement to be elected into these roles and the attendees confirmed their approval. No additional formal roles were considered necessary within the PTFA at this time.

### 2 What To Call Ourselves and Logo

Use of the title 'PTA' (Parent Teacher Association) compared to 'PTFA' (Parent Teacher Friend Association) was discussed. Attendees decided to include 'Friends' within the title as it suggests a welcoming attitude to all supportive adults who may be willing to help.

Katharine King explained that historically Milton Abbot's PTFA were also called 'Hoot'. This echoes the class 'owl' names and suggests a jovial attitude to their endeavours. All attendees wanted to retain this term.

Formally our title will be 'Milton Abbot Primary School PTFA' (which is also the name on existing bank account documents) and informally (for use on newsletters etc.) our title will be 'Milton Abbot Primary School PTFA Hoot'.

It was mentioned that the entity of school governors will be made redundant due to the school transitioning into DMAT in the summer. It was suggested that they could be invited to remain involved by joining the PTFA. Their fundraising and events knowledge would be beneficial to retain.

A few attendees recalled the school had a logo for the PTFA which resembled owl eyes. Due to the old website moving into DMAT format the logo is no longer present. Tori King offered to investigate whether the old Hoot logo could be found within the computer files.

### 3 Adoption of a Constitution

Prior to the meeting Katharine King had sent group members the link to an existing Constitution template available on the 'Parent Kind' website [parentkind.org.uk](http://parentkind.org.uk). (A forum page with lots of useful information for PTFA groups starting out.) Some other Constitution templates were available to see elsewhere online too, many with very similar structure and content. Some attendees had read the template and were happy with the content. Katharine King explained the Parent Kind template had been used by many schools across the country. To use the Parent Kind template you need to pay a membership fee (approximately £100 annually). This membership comes with Public Liability Insurance cover of £10million. The PTFA need to have this insurance which elsewhere costs about £10 monthly. Attendees agreed to adopt the Parent Kind Constitution for approximately £100 annually which includes the insurance. Kat will investigate this further. Signing up to this may depend on the speed of bank account funds becoming available to spend.

### 4 Bank Update

Further to the developments at the previous meeting, Katharine King has been to Natwest Bank to investigate the existing PTFA account.

There are 2 linked accounts currently for the PTFA; A business savings account and a current account with approximately £6,000 saved in total. Katharine discovered that there are 3 people listed as account holders/signatories. Emily Jinman had told Katharine that she knows who 2 of the signatories but not their current addresses but also that 1 signatory had died. According to Natwest the blank cheques which were left by previous PTFA signatories (possibly named 'Linda Glover') are now defunct and the only way to access the funds is to formerly replace the 3 signatories.

Natwest informed Katherine that progress can be made by completing a form documenting the intention to replace the named signatories and sending it off to their headquarters. Natwest also require a copy of meeting minutes which officially name the new Chairperson, Treasurer and Secretary, (of which these will suffice) and who will be the 3 authorised signatories.

How much money to save for a 'rainy day fund' and how much to spend now should be a topic discussed at future meetings.

### 5 Public Liability Insurance

As noted above, insurance will be included within the membership to 'Parent Kind' and will provide up to £10million of cover.

### 6 Events Planning

#### 6.1 Sports Day

The date for this (as proposed by the school in previous newsletters) is Friday 7th July. Obviously, the weather will dictate if this needs to change nearer the time. Various suggestions were offered on how this event should proceed. Tom Lumby proposed that the school holds a non-competitive morning of child-only inclusion where mixed age groups are guided through various fun activities throughout the school. After lunch (1pm) grown-ups could be invited for the spectator events where the various races will be conducted on the field (weather permitting). The school cups will be given out at the end including the Mr Wickett cup, the Seth cup and the House cup. The afternoon would be the moment to hold stalls and games by the PTFA. Selling ice-creams and lollies would go down well

if it is sunny. Other suggestions also included a lemonade stand (Jess Jasper), hot drinks and snacky edibles; a Sponge-the-Teacher game (Tom Lumby), a Slime-Dunk-Quiz game (Katharine King), Bull-Ring game (Sarah Armstrong), a lucky dip, a tombola, Hook-a-Duck (Barbara Young), Splat-The-Rat (Sophia Kelly), and a Photo Frame area (Sophia Kelly). Attendees offered the use of their personal gazebos for use in the field. Attendees volunteered various elements and will return to the next meeting with progress. School pupils may want to spend some time tending to the stalls. This may best be done on a rotation basis between the Year 5 and 6 children, allowing them some time to experience other stalls too. It was agreed to place an advert in the following school newsletter (Friday 26th May) to promote the Sports Day event and ask for help/donations to be gifted.

## 6.2 Non School Uniform Day

In order to raise gift donations before the Sports Day event, Tori King and Tom Lumby agreed to hold a non school uniform day. This should happen approximately a week before Sports Day. (Friday 30<sup>th</sup> June.) Tori King to discuss with Vicky Jordan to confirm.

## 6.3 School Disco

Friday 14<sup>th</sup> July was decided to be the date for this event. This is the last Friday before school finishes for the summer holidays. Tori King noted that Vicki Jordan is absent from school that week as she is in France on Academy business.

Locations alternative to the school hall were discussed, but holding it at the school was determined as the best solution this time. When discos were held at the school in the past, sections of the school were cordoned off/locked where possible. Holding the disco on the school MUGA may be possible should the weather allow. The electrical sound equipment can be plugged in using extension cables.

The time of the disco will be from 5:30 until 7pm. Parents will be asked to stay with their child this time. Tom Lumby proposed a ticketing solution whereby, upon payment of entry (price to be agreed), children are given a standard number of tickets which they can use to swap for consumables (drinks, food, sweets). During previous discussions about holding a school disco, it was posed that the school cook Abi might be able to open the kitchen and cook a hot-dog/burger. School to ask Abi if she is able and willing.

Buying items of food and drink from a 'cash-and-carry' store may be economic for this event. Coronation bunting can be re-used to decorate. Buying small prizes and balloons should be considered nearer the time. Non-alcoholic Pimm's might be a nice idea (Barbara Young). A risk assessment will need to be completed before the event.

## 6.4 Tea Towels

Pupils have nearly finished producing self-portraits for inclusion on the tea towel design.

## 6.5 Leavers Jumpers

There are 6 pupils who are leaving at the end of the year. The school have offered to purchase these hoodies on behalf of the PTFA to ensure the timely arrival of these jumpers before the end of term, should the Natwest bank account situation be prolonged. The PTFA will reimburse the school once the funds are accessible.

## 6.6 Asking Companies for Donations

Supermarkets and companies should be contacted to ask for donations for general events throughout the year. Tori King had little success asking Tavistock high street shops for donations near Christmas. Trethorne Leisure Park may offer some free tickets.

## 7 Bank of Ideas

Future fundraising and event ideas include:

Outdoor Movie

Bags for Life

Frozen Fridays

100 Club

Raffle

Second-hand Uniform Shop

Clothes Swap Shop

A musical production/Talent Show

A giant Teepee or a solar shade over the MUGA to utilise wasted outside space

A weighted piano/keyboard

A gardening club for adults (Emily to be contacted to advertise for help weeding and maintaining the school grounds in the newsletter.)

## 8 Any Other Business

### 8.1 Communication of PTFA business.

This is best conducted via email. Emily Jinman currently handles all School Gateway messages before diverting them to the appropriate recipient. It may be useful to have an independent email address for this purpose. Tori King to investigate how other DMAT School PTFA's handle this.

### 8.2 Display Board

Tori King proposed the use the display board near the car park entrance for PTFA posters and events as it is currently a vacant but prominent space.

### 8.3 Values

The PTFA values and core mission statement need discussing. It should closely imitate the schools' own values. Environmental and ethical values should be represented.

### 8.4 Thank-you

Many thanks to those attending the PTFA meetings and offering support. It is important to spread the word that all parents are welcome at the meetings and remote access can be provided if requests are emailed to the school in time to create a video call.

## 9 The Next Meeting

Monday 12th June, 7:30pm.

Location: To Be Decided. (The Royal Inn @ Horsebridge was considered. Opening times to be confirmed. Internet connection is poor and offering a remote link may not be possible.) The PTFA will discuss and confirm the venue in due course.

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