



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

Version 1

Date: Monday 18th September 2023 @ 7.30pm
Venue: Sophia's house

Present	Katharine King (KK) - Chair Helen Findlay (HF) – Treasurer Sarah Armstrong (SA)- Secretary Barbara Young (BY) - Member Jess Jasper (JJ) - Member Sophia Kelly (SK) – Member Tom Lumby (TL) - Lead Teacher (via internet link)
Absent	Sarah Young (SY) – Member Jenny Venning (JV) – Parent Emily Jinman (EJ) – School Administrator

(Following agenda headings previously issued via e-mail)

0 Apologies

SY sent her apologies; she could not attend.

1 School Fundraiser-Bingo Night

Peter & Margaret (grandparents to a pupil) attended the meeting to discuss this fundraising event. It will be held on Saturday 7th October, starting times TBC (around 6:30-7:30) in the School Hall. Peter recommended giving each attendee a set number of bingo games (4) in return for their entry ticket. The cost was £5 each on previous occasions.

We will give prizes for the first person to get a 'complete line' and then a 'full house' in each game. 4 smaller prizes and 4 larger prizes will be required. Chocolates for the complete lines, and food hampers and a restaurant voucher for the larger prizes. Peter & Margaret offered to provide the chocolate prizes in addition to the bingo game device and game cards. They also intend to source the voucher. **JJ and BY offered to provide a food hamper** each.

After discussion, it was decided that this will be an event open to the whole family (not just adults as previously advertised). This is mainly due to the discovery that alcohol consumption is not allowed on school premises - according to Adam Hill, Principle DMAT. **KK to investigate**. School to provide pens.

Refreshment types will be nibbles, snacks, and cheese. **BY offered she may be able to get free Davidstow cheddar from a contact. KK, HF & SA to purchase.**

There will be a raffle, prizes to be gathered from school parents and use suitable prizes left over from previous events. TL offered it's sensible to ask local businesses for a raffle contribution. **JJ offered to ask her Strawberry Fields' contact**. Trethorne Leisure could also be asked.

Bingo tickets will be sold by PTFA each pick-up afternoon 1 week prior to the event. Advertising in the school newsletter (released Friday 22nd Sept) and other avenues to be explored. **SA, HF and KK to complete.**

KK to inform Peter & Margaret nearer the time with approximate attendee numbers.

2 QR Code Payment System

HF concluded that the system we previously trialled called 'BOPP' worked well and the 0.5% fee per transaction is a good rate. We will continue to use this method.

3 PTFA Equipment Storage

As documented last year, storage around the school of PTFA items is not ideal. PTFA members have agreed to attend school on Monday 25th Sept to list current items of PTFA possession, purge if necessary, and then consider how to store the remaining items in existing locations.

It would be sensible to invest in new stackable storage boxes to safely contain these items. KK and EJ have discussed the moving school equipment into other locations to free up space in the existing PE shed area for this purpose. An electric supply would be desirable, as PTFA would like to have a small freezer to sell ice-lollies to pupils at the end of the day in the warmer months. **KK will write a proposal** to the school to request this electric supply be created. TL to investigate this with Academy management.

4 PTFA Electronic Document Storage

As previously discussed, a Milton Abbot PTFA Google Drive account has been created to save all documents here. Permission to view and save into this drive can be shared.

5 Finances

HF reported that previous events resulted in the following profit:

£220.02 – School Leavers' Disco
£514.00 – Sports Day
£71.00 – Milton Abbot Big Bash

6 School / PTFA Communication

SA reported that **EJ intends to amend the existing school consent form** to also include 'permission to communicate via school for PTFA matters' when she issues it imminently.

7 DBS Checks

BY, JJ, SK & HF still awaiting forms / results of DBS checks. **PTFA members to chase** respectively. TL offered that the ratio of DBS adults to children outside of school is 1 adult to 7 or 8 children.

8 School Wish-List/Purchase Requests

KK has produced the template for this form and has passed it to the school for their use as required. TL expressed his gratitude for the lovely keyboard the school now has thanks to the PTFA and how he intends to use it at a singing assembly with the whole school. **TL to take a photograph for use in the newsletter.**

Mrs. Baldwin asked for items (£350 worth approx.) to be purchased for her class over the holidays. Under agreement from the members, it was decided the PTFA would buy these items but to properly understand future purchase requests and create conditions they must meet. It was suggested that non-curriculum items were within scope. Travel costs for trips are a typical PTFA contribution in other schools.

Rules for these future purchases TBD.

We may offer other classes an opportunity to purchase extra-curricular items as a similar gesture. Owlets and Reception would benefit from receiving an amount for help liven up their classroom. KK suggested the **teachers could draw up a list of items and rough costs** for PTFA to consider at next meeting.

TL mentioned that a school trip is potentially planned for next term for the whole school; Help with travel costs would be appreciated. Typically, these can be as much as £1.2k but by mixing with other local schools this cost may be proportionately mitigated. **TL to report back at next meeting.**

9 Leavers' Jumpers and Tea Towels

EJ has not received the money from PTFA for last years jumpers because the payment details have not been received. **HF and EJ to co-ordinate sorting this, and the Tea Towel payment.**

10 Future Fundraising

TL suggested fundraising comes from personalised Christmas cards. During school time pupils create a design which can be sent to a company for production as a card. This could be bought by parents and then a percentage profit returned to the school PTFA in turn. **TL to investigate what companies do this.**

11 Christmas Tree at St. Eustacious' Church, Tavistock

Chloe Collacott & KK have received information that the school could partake in this annual activity. Decorations are added by the school to a purchased tree which will stand in the church to be appreciated and judged. The tree costs £6 per foot. Having an agreed time when pupils and families could attend the church to view their tree might be a nice touch. **KK to investigate further.**

12 Christmas Carol Service and PTFA Fete

Use of the Milton Abbot Village Hall is now not possible as the building has been condemned for the foreseeable for having dry rot. Alternatives for the Christmas event will need to be sought. **TL is trying to contact the local vicar 'Andy'** to discuss when the service could take place. W/c 4th December is the penultimate school term week and would be ideal. What time of day and where we hold PTFA events still to be agreed.

13 Mini Medics

Chloe Collacott offered that there is the option to pay approximately £200 to hold a show at school where medical professionals train the children about appropriate safety and rescue methods. This would be appropriate to the childrens' ages and it is an interactive show. **TL to discover more about these details as PTFA are keen to approve this event.**

14 Owlets Mud Kitchen

Plans are progressing with SA, Chloe Collacott and TL.

15 The Next Meeting

Monday 16th October, 7:30pm.

Location: Sarah's house. Please contact EJ for information on how to find this.

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