PTFA Meeting (AGM) Agenda
3.30pm, Monday 19th October 2026

Present: G.Youlden (GY), R.Perring (RP), H.Smith (HS), J.James (JJ), K.Strachan (KS), M.Borojevic-Gray (MBG), K.Bush (KB)

Apologies Received: C.Harris-Moore (CHM), C.Payne (CP), E.Stevens (ES), L.Holland (LH), V.Rickard (VR)

- Chair's report (attached separately)
  - (GY) Thanked everyone in attendance at the meeting, including children.
  - (GY) Referenced the Chair's report. Separate document attached.
  - (GY) noted that we have many more volunteers assisting the PTFA now, which is much appreciated.
  - (GY) we require more Classlist representatives, including monitors – one per year group, especially Reception with the new starters.
  - (GY) offered her thanks to MBG for everything she has done to raise the PTFA profile publicly, through social media.
  - (GY) thanked VR for her assistance selling preloved school uniform, £159.90 raised to date, and for being the point of contact in the playground and through Classlist for selling items.
  - (GY) School uniform was taken to the library during the Summer Holidays. The library benefitted from the increased footfall and community engagement; we raised £48 which we split equally between the PTFA and Libraries Unlimited.
  - (GY) – CHM successfully submitted accounts to the Charity Commission and is up-to-date with PTFA finances.
  - (GY) – thank you to KB for the work she has done in the past year.
  - (GY) – DS has given us dates for events moving forward, KS is covering his role during his absence.
  - (GY) explained that rules related to allergens have changed. KS noted that two EpiPens need to be available at the same location, in case two does are required. Currently one pen is situated in the dinner hall and the other in KS1 area. The need for 2 EpiPens to be available at the disco was discussed, KS to organise this.
  - (GY) Risk assessment needs reviewing.
  - (GY) Compliance documents are up-to-date.
  - (GY) stated that she would prefer all volunteers to hold a valid food handling certificate, GY to research into this.
  - (GY) / (KS) noted that PTFA events support the school consistently and provide experiences for all, including children who may otherwise miss out.
  - (GY) There are currently 26 members of PTFA Lite, however some haven't contributed so raised that we may need to cut the group down.
  - (GY) We have received local business support for our school raffles; we are very lucky to have so many. GY commented that we have the highest number of prizes compared to any other event she has attended. GY – we highlight donations on social media and provide thanks publicly. GY noted that she received positive feedback from Shaldon Zoo, stating that they received five extra paying visitors when the winning vouchers for their Zoo were used.
  - (GY) Easter Trail, received limited donations. KB noted how expensive Easter Eggs are now, GY added that when bulk buying (during promotions) – we are limited to how many you can buy at once, meaning several trips back and forth to the shop.
  - (GY) Frozen Pop Friday, big success this year, new pictures of the ice-lollies helped to reduce waste. (RP) – spreading sales across two tables helped to reduce queuing.

- (GY) Our PTFA storage shed is currently full, the smaller shed near the Jubilee Garden is broken and needs taking down.
- (GY) Summer Fayre is getting bigger and better every year, next year we would like to invite more groups to perform and charities. New initiative was trialed this summer, introducing £10 credit vouchers – 6 were purchased. The system is running well, so we will offer this again and at the Christmas Fayre. Money raised by Year 6 at the Summer Fayre goes towards their Leavers BBQ and makes a donation towards the Leavers Hoodies.
- (GY) We need to tweak allergy information which we receive through Classlist.
- (KB) Confirmed the next Bag 2 School is on Monday 16th November. The last collection was the biggest donation we have ever received.
- (GY) The Marathon was a success in the Summer, however the outgoings for the event were quite large. The eco-friendly medals are more expensive than the usual medals and the inflatables were a large financial commitment. (RP) Enquired whether the T-shirts were a necessity as they just end up being used for the event, then not worn again. (KB) Suggested can they be issued in House Colours, meaning they can be worn for PE afterwards? This was agreed by KS.
- (GY) At the end of the Summer Term we gave each class a large box filled with stationary items which was very well received.
- (KS) Offered thanks, especially to teachers for helping during events.

- Budget

  - (GY) The current balance is £8405.00.
  - (GY) Noted that TENS licenses and our Charity Commission registration are all up to date.
  - (GY) Financial report available upon request.

- <u>Voting for roles:</u>

  - Chair - G.Youlden voted by all for the role.
  - Vice Chair – Role remains vacant.
  - Treasurer – C.Harris-Moore voted by all for the role.
  - Secretary – K.Bush voted by all for the role.
  - Publications & Communications - M.Borojevic-Gray happy to manage marketing on social media.
  - Committee Members - R.Perring, H.Smith, J.James voted by all for the role.

- Any other business

  (KB) Has spoken with Roger Jones from Kingskerswell Action Group and contacted other local businesses to see if they can donate to the PTFA, through either a monetary donation or purchasing new Garden Games for the Summer Fayre.
  (GY) Enquired what our funding target will be for this forthcoming school year? KS confirmed one priority will be to provide resources for Year 1 to create an enriching outside area, to aid their transition from Reception.
  (KB) Are we running the 'Fill a Jar' fundraiser over half-term? This was agreed. Email to be sent out ASAP.
  (KB) We have received a donation of 4 tickets for the village pantomime 'A Lad in the 70s', which we will raffle in advance of the Christmas Fayre as the tickets are valid for a viewing before the event.
  End of meeting.