



PTFA Meeting (AGM) Minutes
6pm, Wednesday 18th October 2023

Present: G.Youlden (GY), K.Bush (KB), K.Hall (KH), M.Borojevic-Gray (MBG), R.Honey (RH), T.Keenan (TK), X.Kunaszkiwicz (XK)

Apologies Received: J.Edwards, J.Brodie, E.Gibbs, A.Chard

- Attendance – (GY) Numbers have doubled in comparison to the last AGM, which was positively received.
- Chairs report:
 - (GY) Funds raised in the past year are over £5000, which is a great achievement, considering the lack of volunteers.
 - J.Edwards no longer has children at the school, she therefore doesn't receive any communications regarding school activities. It was noted that we need to find someone to assist J.Edwards with communications and marketing.
 - Preloved uniform has been moved from the outside shed and some (which was damaged) has been disposed of. (KB) we need suggestions on how we can improve this offer. Parents do not seem to be utilising the low-cost uniform available to them. (GY) there will be a stall selling preloved school uniform, during the Christmas Fayre.
 - (GY) DBS checks to be completed for all volunteers (which is free of charge) – go to reception with your ID to set this up.
 - (GY) Money required to update the reception play area discussed. Quotations for the work have been received - tens of thousands of pounds are required. (KH) can we approach local businesses to donate materials / their time? (GY) There is external funding available, however this has never been accessed due to time constraints.
 - (XK) Can we utilise supermarket community offers? It has been almost five years since we applied for supermarket charitable schemes, such as Tesco's (where tokens are collected, and funds donated to the most popular cause) meaning we will be eligible to apply again soon.
 - (GY) New playground markings are being installed on 1st November.
 - (GY) Donations letter needs updating – agreed by all.
- PTFA Lite – (GY) A new WhatsApp group where volunteers can provide their help / support, as and when they can. The scheme has been trialed and is working well. (XK) requested to be added to the group, (GY) asked this request to be put in writing due to GDPR regulations. (MBG) Can we pre-plan PTFA Lite events? We need a spreadsheet showing a description of what's required / involved per month. MBG is happy to put together a list for this.
- Bags to School – (GY) Next collection due 1st December, the scheme is working well. (KB) details about the next collection have been added to the newsletter.
- Panto – (GY) This year's performance is Beauty and the Beast. A reminder needs to be sent out, the closing date for purchasing tickets is 27th October.
- Mother's / Father's Day gifts – (GY) this offer was removed last year, however with increased support this year, could we reintroduce gifts for Father's / Mother's Day? (KB) suggested whether we could sell items to children during their lunch break – so they can choose their own gift for their loved one.
- Easter – (GY) New route required / clues need updating. Ideas to offset the cost were discussed. (GY) We need as many eggs as possible donated; prices have increased significantly. (XK) can we reintroduce an Easter raffle? (GY) Last time we used 'Raffle for you' or we could now use Classlist.

- Summer Fayre – (GY) Last year's Summer Fayre was a success, however funds raised were affected by the Face Painter not attending and the Ice-Cream van not donating anything, even when asked on several occasions. (KH) Can we put together a contract beforehand, either agreeing a percentage of profits or a flat rate for being at the event? (GY) Great improvement having Torbay Hospital Radio at the event, games on the field did take part – participation was better than last year, although improvements could be made. (RH) Could we move the family races to the playground? (GY) Could we utilise the front playground as in previous years? (GY) The BBQ needs replacing, there is always a big queue for BBQ food – are there any alternative food offerings that we could provide? (KH) Can alternative access to the field be made, via steps for example? (GY) This has previously been discussed, when the inclusion of electric added to the field was considered - however it was too costly, so didn't go ahead.
- School Disco's – (GY) Classlist is working, although a percentage of takings is lost through using the platform – the percentage has recently risen. (XK) Can we increase the entrance fee on Classlist to counteract this? (GY) There is still a small group of parents not paying for their child/ren to attend and still sending them to the disco, which is impacting profits. Exiting via children's normal end of day route is working well for the KS1 disco, however there are a few issues with KS2 exiting – in relation to approval of children leaving the disco unattended.
- Jubilee Garden – (GY) Mr Moir is being visited by representatives from the National / Wildlife Trust after half-term, to view the Jubilee Garden. Three wicker panels need replacing and Mr Moir has asked whether the PTFA can support this. (GY) has requested three quotes for the works, with the view the PTFA will provide financial support - if it's not too expensive.
- (GY) – This year's fundraising focus is on the arts. Money raised will be invested in art supplies for classrooms, musical instruments and costumes for school productions.
- Christmas – (GY) We need to find a Santa, suggestions for suitable persons were put forward. (RH) volunteered to ask whether anyone at her work would help. The Christmas Fayre will be held on Friday 8th December, with the need for a sub-committee to be set up beforehand. (GY) The shed needs sorting, with all of the Christmas items moved to the front – ready to be taken out for the fayre. (GY) discussed moving the inflatable to the playground, she would like to book the Rodeo Reindeer which is manned by an external company. Considerations need to be made if the weather is wet. (KB) Could the inflatable be put into a classroom instead, to free up space in the Main Hall?
- Christmas Cards – (GY) My Child's Art is a good method to raise funds, paperwork will be sent to parents in due course.
- Production – (GY) We need to ensure the TENS license is ordered on time, following the deadline being missed last year. (KB) can we pass this responsibility on to the school to order? (GY) Payment would be difficult if ordered by the school.
- Freeze Pop Fridays – (GY) A success and will be continued next year. A new freeze box has been purchased to help keep ice lollies cool. Can we think of any ideas for the winter months? Hot chocolates for example?
- (GY) – School noticeboard in reception needs updating.
- Budget (GY) – A profit of £5016.86 was raised last year, a great achievement – thank you to all of those who helped.
- Voting for roles:
 - Secretary – K.Bush voted by all for the role.
 - Vice Chair – R.Honey has shown interest in the role. Role remains vacant.
 - Treasurer – Written application for the role received by S.Honey S.Honey voted for by all for the role.

- Chair - G.Youlden voted by all for the role.
- Publications & Communications - Role remains vacant.
- Committee member - R.Honey
- Any other business – (MBG) Can we introduce a PTFA Sponsorship? We would need to write an explanation of what funds are used for. (GY) Match funding needs to be looked into again, an easy way to increase fundraising. Fund-Raisin' – (GY) Would like to raise this initiative again. Each child is sent home with a box of raisins to eat, they then fill the empty box with loose change and return to school. The idea was raised last year; however it never went ahead.
- Meeting end.