

West Hill PTFA

Minutes

03 October 2019

Present.

- Scott Massie (Year 6) (Chair), Joanna Bromley (R & Y2) (Secretary), Claire Foster (Y6), Maxine Singleton (Y4), Sarah Quilty (Y1 & Y6), Nicola Davies (R), Fiona Hogan (Y4 & Y6), Cheryl Boulton.

Apologies.

- Nicky Dew (Y2 & Y4) (Treasurer).

Agenda.

1. Welcome and Introductions
2. Standard PTFA events
3. Potential fundraising ideas
4. School requests for funding
5. Election of new officers

Notes.

- These actions focus on decisions made and actions agreed.
- Where events require volunteers, as per the minutes, we will have a cut off of 2 weeks before the event. If we do not have sufficient named volunteers at that point, we will cancel the event.

1. Welcome and Introductions.

- Delighted to see two new faces from lower down the school. KS1 is poorly represented, so this is great.

2. Standard PTFA events.

• Cake Sales

- Tend to raise approx. £200, so well worth doing.
- Only three per year (could do each half term if someone happy to take this on).
- First sale: Reception and Year 6 on Wednesday 16th October.
- Joanna to put onto YrR Whatsapp, Fiona onto Yr 6. Need parents to bake, and at least 4 volunteers to staff the stall. - (Spring Term Yr 1 and Yr 5, Summer Term Yr 2-4).

• Christmas Film Night (6th December)

- Not huge fundraisers, more about fun for kids.
- Not for Reception. Year 1 must be accompanied by parents.
- Need following for this to happen:
 - At least 6 volunteers to set up, supervise, then tidy
 - Someone to undertake the Booker run for tuck
 - Someone to choose and source film.

• Ball

- Raises between £4k - £7k.
- Probably the last one for this sub-committee? See what they say.

• Pre School Christmas Bazaar/Fete (8th December)

- Another one less about fundraising, more about community.
- Usually chocolate tombola and mulled wine.
- Claire and Fiona happy to sort wine.

- At least 2 volunteers to staff chocolate tombola.
- Non uniform day on 6th December, kids to bring in donations of chocolate.
- Fiona will ask Mrs Bennett if Yr 6 can collect on roundabout.
- At least 4 volunteers needed Friday morning to label chocolate.

• **Fete and Sponsored Bounce**

- Big fundraiser. Don't doubt the sponsored bounce!
- Probably need to agree date at next meeting.

• **Christmas Cards/Tea Towels**

- Traditionally have organised Christmas Cards / Mugs as a fundraiser. No interest in organising this year/tight deadline.
- Emma Finch arranging two school tea towels instead.

• **100 Club**

- Claire Ritchie arranges this, and is happy to continue for one more year. Will need someone to take this on – Sarah will liaise with Claire R.

• **Blue Bags**

- Gill Milton has previously organised this, but we now need a volunteer to take this on. Easy money, and good excuse to have a clear out of unwanted clothes twice a year.

3. Potential fundraising ideas.

• **Pumpkins**

- Nicola has run this successfully with Ofwell. Will put a call out to see if we can get donations and will go from there.
- Next year, could potentially have a pumpkin field/woodland pumpkin walk...

• **Lottery**

- Sarah has experience with organising a school lottery. Would need to think about whether this might detract from 100 Club. Sarah will chat to Claire.

• **Fun Run**

- A member of the community has passed on details of someone who might want to help us to organise a community fun run, which would raise cash for school.
- Agreed PTFA does not have capacity for this, however, aware of some parents that might be interested. Fiona to raise with them.
- PTFA happy to support a sub-committee on this.

4. School requests for funding.

Note: at the time of the meeting, the PTFA has approximately £13k in the bank, with no payments due out.

ITEM	QUANTITY	COST PER UNIT	TOTAL
National Trust Membership	1	£100.00	£100.00
Class 6 Whiteboards (Pack of 30)	1	£30.85	£30.85
Class 6 A4 Zip Wallet (Pack of 100)	1	£25.99	£25.99
Class 2 Whiteboard Marker Pens (Pack of 30)	1	£15.30	£15.30

Class 3&4 LED Candles for Christingle (Pack of 12)	6	£12.00	£72.00
Class 4 Whiteboard Pens (Pack of 30)	1	£7.05	£7.05
Class 4 Whiteboards (Pack of 10)	1	£9.89	£9.89
Science workshop for 2 classes (tbd)	1	£200.00	£200.00
Science Resources inc. 10 microscopes (all classes)	1	£577.49	£577.49
Geography Resources (OS Map 115 Exmouth / Sidmouth)	12	£8.99	£107.88
Visualisers for all Classes (Class 4 already has)	6	£175.00	£1050.00
		Total	£2196.45

Note: there is all the potential for a whole school dance workshop around Diwali. PTFA agreed in principle to support this, but needs costs before can formally sign off.

Questions Asked of Cheryl Around Expenditure:

- **Are we getting best value for money? E.g, other visualisers are significantly cheaper.**
- CB: There will be a reason for Mr Pantling having chosen this version. Cheaper ones won't last as long.
- **Difference in cost of whiteboard pen packs?**
- CB: Class 2 use chunky ones, which are more expensive, but are important for their pencil grip.
- **Science resources – only 10 microscopes requested? Would they need 16, to enable students to have 1 between 2?**
- CB: 10 enough in a KS1 class. For KS2, the subject leader may have thought that it was too much to ask for more. CB will check with teacher whether they need 16. PTFA views supporting items such as microscopes to be exactly the sort of thing that we should be funding, therefore happy to provide 16 if required.

5. Election of new officers.

- Scott Massie formally resigned as Chair of PTFA. In absence of any other volunteers, Fiona will take this on. It is noted that we really could do with someone further down the school stepping up, as traditionally Yr 6 parents are excused officer roles. Fiona happy to Chair for time-being, but will be actively seeking her replacement!
- All agreed that Scott has been a superstar Chair, and that he and Jill have been amazing.
- Joanna Bromley kindly offered to be Secretary.
- Nicky Dew happy to continue as Treasurer.

6. Date of the next meeting:

Friday 8th November 2019, 09.00, Staff Room.