

West Hill PTFA

Minutes

16 January 2020

1. Present.

- Fiona Hogan (Y4 & Y6) (Chair), Joanna Bromley (R & Y2) (Secretary), Nicky Dew (Y2 & Y4) (Treasurer), Maxine Singleton (Y4), Sarah Quilty (Y1 & Y6), Natasha Doherty (R, Y3 & Y5), Clare Bennett (Teacher rep), Sarah Kirwan (Y4).
- A welcome was given to Clare Bennett who will be attending when available, as our teacher representative.

Apologies.

- Cheryl Boulton (Headteacher),
- Nicola Davies (R).

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.

2. Minutes of the meeting held on 08 November 2019.

These were agreed to be a correct record. The main PTFA text description on the website requires updating, for which a review is underway.

3. Confirmation of any decisions made between meetings:

- Nativity License was paid for by the PTFA at £100 rather than charging parents for tickets.
- School coach for the choir to Torquay was provided by the PTFA at £200. A well done goes to the choir for their performance.

4. Accounts:

a) Accounts update

Accounts for the year ended 31st August 2019 - Cash balance as of 31st August 2019 £17.7k. Net income raised for the year £9k. School spending for the year £12.7k.

Current position - Cash balance as of 16th Jan 2020 £15.2k. Net income raised 1st Sept 2019 – 16th Jan 2020 £7.3k. School spending 1st Sept 2019 – 16th Jan 2020 £9.8k, which includes purchases such as the extra reading book and visualisers. £7k due to be spent on laptops. A suggestion was made around keeping a reserve amount of cash available for any late notice requests.

Charity Commission submission discussed and approved. Nicky to submit and share final submission. The Charity Commission allows charities with gross income of less than £250k to prepare accounts on a cash receipts basis (as opposed to an accruals basis). This is the simpler of the two methods and the one which we have adopted in the past and therefore propose to continue with going forward. This means that income and expenses are recognised as and when the cash is paid or received. Nicky noted that the ball expenditure is a little misleading in the 31st August 2019 accounts because it includes a payment of £1k relating to the November 2017 event and another £1k relating to a deposit on the November 2019 event (this is in addition to the £3k cost of the November 2018 event).

All authorised expenditure will be summarised in the PTFA meeting minutes and any additional items will be circulated via the PTFA officer whats app group.

Nicky is happy to continue as treasurer, and Max/Jo/Fiona have agreed to help with counting and cashing in money following events. A float will be kept at school for future events along with a spare paying in book (Nicky to provide both).

A survey is to be created (survey monkey) to gain opinions as to what large purchase parents would prefer funds to go towards – for example, field play equipment or a possible renovation of the old computer room/alternate room options. Fiona to speak to Wasps re their usage of two fields being in regular use. A company to be approached regarding extension of the field play equipment and potentially relocating the current storage units.

b) Update on agreed expenditure:

- Reading books/dictionaries have been funded by the PTFA. Clare confirmed the dictionaries are already being put to good use and the reading books will be available soon. Fiona is to confirm a date for PTFA volunteers to cover remaining 'odd sized' books with sticky back plastic.

c) Protocol for agreeing expenditure

Clare confirmed that she will meet with staff at school ahead of future PTFA meetings, where funding requests can be put forward and discussed to ensure the requests have been considered from all angles and requests are evenly distributed across the classes.

5. School funding requests:

- Mindfulness techniques – Clare confirmed this is following the national agenda and sessions would be provided as part of the Children's Mental Health Week in February. KS2 will have 45 minutes per class, and KS1 30 mins per class. This supports children's emotional wellbeing alongside other initiatives that week. £280.
- UR Brainy Maths and English subscription for staff – This supports teachers with further resources. £150.
- Year 2 animation project. This has previously been funded by the PTFA for a few years. £475.

All above requests were agreed to be funded.

6. Other requests:

- Orchestra folders. Volunteers now running the orchestra would like new music folders at £50 – agreed.

7. Fundraising update:

- Children In Need. This raised £674.20 for charity.
- Cake sales – Y6/R raised £267 and Y5 raised £226. £100 goes to each class for them to decide how it is spent.
- Tea towels raised £484. Christmas cards last year raised £308. Agreed to alternate between these products each year. Thanks received from the teachers who received a tea towel each.
- Pre-school Christmas fete. This raised £218. Good to support the pre-school. Perhaps make it more of a fundraiser for the school next year. Max asked if we could have a PTFA tombola drum, as the Massie's previously used their own – Clare to check if there is one in storage at school.

8. Future events:

- Film night – 17th January. This is now cancelled due to low numbers. First aid trainer to be recognised for future events. Class reps to question why film night might not be popular.
- Cake sale – Y4 13th February. Next cake sale to be managed by Class 4. Max to advertise.
- Blue bags. Joanna to contact Bags2School and arrange a date ASAP.
- Summer fete. Possible date of 27th June – all to check for any potential date clashes.

- Ball committee. Jo to check if existing ball committee has received any new volunteers.

9. Any other business.

- Village Hall Committee currently has no PTFA representative at their meetings.
- Max to confirm a potential date to tidy the PTFA cupboard and list an inventory.
- Christmas crackers went down well. Eco-friendly ones to be purchased next year.
- Clare to confirm if the LED batteries still need to be removed from the candles following the Christingle service.
- An Easter event was discussed – Easter bonnets not a popular choice, potential for egg decorating, though a potential egg hunt in the Broad Oak woods was most popular. Fiona to contact Jess Bailey re using the woods and to confirm when the new picnic tables will be in place. Potential date of Saturday 21st March at 3pm, to allow it to fall before the Easter holidays. Easter egg suppliers can then be contacted and ticket slips put into book bags.
- Terracycle was discussed as to whether the school could house collection boxes for recycling. Max to look further into what items would be collected. Clare to check if a box for crisp packet collection could be in the hall each lunchtime to support the collection in Honiton which raises for East Devon Juvenile Diabetes.
- Sarah questioned whether any local grants could be available to support field play equipment replacement. No grants were recognised as a potential.
- A thanks was agreed to be funded to thank Scott and Jill Massie for their time as chair, and all the fundraising efforts they have put in over recent years, as an official thank you hasn't yet been given.
- A PTFA logo was discussed again and agreed to be a competition for the children to design.

Date of the next meeting:

Friday 28th February 2020, 9.00am, Staff Room.