

DRAFT PTA MINUTES

Newton Poppleford Primary School

Date of meeting 21/01/2015 8:00pm | *EGM Meeting called by* Bob Tubbs

In Attendance

Bob Tubbs, Chair | Tilli Beglin, Vice Chair | Jo Cox, Secretary | Jon Leeson-Kings, Treasurer | Mary Raffell | Clare Saunders, Class 6 Rep. | Lucy Cuffley Yr. 2 rep. | Becky Nelson Yr. 3 rep. | Becky Smith Yr. 4 rep. | Hannah Beavis Yr. 2 & 4 rep. | Amanda Thomas | Carmen Winterburn

Apologies

Sonya White | Sarah Woodhams | Emma McGowan | Cathy Ridgeway | Victoria Selby | Nadine Howe | Esther Craddock

Approval of Minutes

The minutes of the last meeting were agreed.

PTA Constitution

The PTA-UK model constitution was discussed. For a PTFA, "Friends" can be voted in by the committee. Committee members can be held personally liable for any costs/debts associated with the PTFA. A new constitution was adopted by unanimous vote and signed by the committee at this EGM.

PTA Accounts

Recent fund-raising efforts have been very successful – the profits made were as follows:

PTA Christmas Fayre	£996.86 (double last year's profit)
Tea Towels	£233.40
Year 1 Cake Sale	£156.45
School Disco	£267.00 (minus a little for expenses, but we don't have a final figure from Hannah yet)

Plus a donation of £100.00 from Exeter Window Store

Funding Requests

We received a number of funding requests from the teaching staff, all of which were approved by votes. The PTFA agreed to pay £550 for Kev Sutherland (Kev the Comic) to visit Key Stage 2 classes (Yrs 3-6) over two days. Up to £350 was approved for activities from Marvellous Magical Maths for all year groups on one day in Maths Week. It was noted that £350 seemed very good value for money for an event such as this covering all year groups. £100 was approved to cover the Jacolly Puppet Show visiting Reception, Yr1 and Yr2 (with additional funding for this activity provided by the school fund).

We received funding requests to spend money from class cake sales. It was noted in the meeting, that the PTFA is generally happy to OK expenditure when a teacher and their class come to a mutual agreement on how to spend their own cake sale money. Yr 6 requested £100 in advance for a "Time Travellers" activity with a Second World War theme. Yr 3 requested £100 in advance for an activity with a Stone Age theme, and Yr 4 requested £100 towards a morning workshop about the Romans.

We agreed to spend up to £300 on a set of sports kits to be used for matches as long as we had at least two quotes.

Fundraising

Possible fund-raising activities for this term were discussed. It was suggested that we should be careful about organising activities at Easter as these might clash with Pre-School fund-raising (Easter Egg Hunt). Jo said she would investigate organising a racing night, and would look for the relevant regulations. Jon and Hannah said they would investigate options for a lottery or 50-50 jackpot fund-raiser including relevant regulations. Hannah and Tilli suggested running a film night (which would require a small number of adults helping out), and Mandy suggested getting School Council to make the film choice democratically. Lucy explained that we would need to find an alternative quizmaster if we wanted to run a PTFA quiz this term. It was suggested that sponsored walks or car washes be deferred until the weather was warmer, and that the toy turnaround should be held shortly before Christmas.

Guidance for PTA events

New regulations on the labelling of allergens in food were discussed. Although charity fund-raising is apparently usually excluded from legal liabilities, it was considered appropriate that we should try where possible to follow best practice in labelling allergens. Also discussed was the general organisation of the Christmas Fayre and Disco, where we partly relied on the experience of people who had organised events before (and sometimes could have benefited from more advice!). Bob had not yet been able to access relevant documents on the PTA-UK website, but offered to write some brief guidance notes on organising future PTFA events once he had access.

Any Other Business

Bob offered to send out a ParentMail highlighting our recent fund-raising success and describing how the money was going to be spent.

Next Meeting in the School Library

Wednesday 4th March 2015, 8:00pm

Motion to adjourn was made at 9:30pm and was passed unanimously.