

Newton Poppleford School Association (PTFA)

Committee Meeting Minutes – Virtual meeting via WhatsApp

Autumn 2 2022

Attendees: Teri Murphy (Chair), Henry Odbert (Deputy Chair), Jon Leeson-Kings (Treasurer), Georgia Trengove (Secretary) Kate Clemens (outgoing secretary)

PTFA funding requests and purchases

Trip to Cabbaton Combat Collection- for Year 6 WW2 workshops on the Homefront 15/11/22. £458 money from the cake money– authorised.

Roman RAMM Visit – for Year 4 Coach to and from Exeter, day visit to the museum including workshops on Roman life in Devon 30/11/22. £258 money from the cake money- authorised

Christmas Music Event- organised sign-a-long in the playground. Request for East Devon Band 15/12/22. £50-authorised

Wood for the pergola- feet and support struts went missing and needed replacing. £28.50-authorised

Parish Council invoice- Bonfire Night Concession fee. £175- authorised.

The Cannon Invoice- Food for the BBQ- £505-authorised.

Artist Visit- For Year 4 and 6 for an artist to visit for an enrichment event 29/11/22. £100-authorised

Steve Manning – historical storyteller for year 3 and 5. Total cost £350. Authorised £100 advance cake sale money (£50 per class). Update Tuesday 1st November... this cake sale money has been refunded and the session paid for under PTFA funds as we did with the Clive Pig sessions with KS1. This ensures the funding is being spread fairly and appropriately across the year groups. Further request has been made to reach the target cost. £65.50-authorised

Christmas crafting- materials for the whole school. £240-authorised

Copies of Alex Wharton books- for KS2 classrooms after his workshop. £24-authorised

Cash for the bank

Uniform shop- £20.60

Year 4 cake Sale- £219.90

Year 5 Cake Sale- £128.00

Bonfire Night- £1434.40

Bank Transfer

We have now switched the PTFA bank account from HSBC to Lloyds. The switch successfully took place 12th December 2022 all funds are now in this account. The new bank details are:

Account Number: 37326860

Sort Code: 309950

Account Name: Newton Poppleford School Association

Bonfire Night

Newton Poppleford PTFA sold 255 Bonfire Night tickets. Summary we made £520 profit which was considerably down on last years £740. The PC fee equated to 25% of our profit.

Breakdown:

BBQ takings-

£897.00 cash

£212.00 sum up

BBQ expenses-

£150.00 Parish Council Fee

£505.00 The Cannon food.

Tuck shop expenses-

£25.00 Council Parish Fee

£37.58 Stock

World Cup

Not a fundraiser but set up a sweepstake and each class get to draw four teams. We will give them country flags to put up in the classroom. As the competition goes on they will eliminate teams. The winning team/class gets a class prize. The class teacher will have a budget £50 to buy gifts/ party/ whatever they want. Although not a fundraiser but it hits our other remit of providing fun stuff for the students and teachers.

Tropic Party

Income: £266 via sumup.

Expenses: £48.69

Profit: £217.31

Better than expected success given the low-ticket sales. Great evening all around.

Cake Sales

Year 6 cake sale: £123.50

Christmas Cards:

The Christmas cards generated £315.32 profit this year, however disappointing as the other two years were over £600.

Checking insurance for fires

Teri checked with insurance company Zurich and confirmed that this is acceptable.

Shed leak

There has been a leak in the PTFA shed over the winter months and now needs to be fixed. Screwfix price for new felt £23.99 for 10metres or premium grade £39.99. The shed is 3.1mx1.4m per roof panel (8'x10' shed). Jon found felt for the shed roof in the recycling for £5 therefore this will be used for now.

Consolidation of PTFA Information

It was suggested that it would be helpful for all information (minutes, event lessons captured, risk assessments, quotes, financial documents, visible plan of events and spending priorities etc) to be gathered in one central place.

PTFA has an email address - npptfa@gmail.com

This has now been set up with Google Drive.

Gift Aid

Following a query at the AGM, Jon investigated whether a group claim could be made to avoid the issue of lack of information given on sponsorship forms. However, every donor must be individually listed so the committee and sponsorship forms need to be clearer in asking for this detailed information.