

Newton Poppleford School Association (PTFA)

Meeting Minutes

Tuesday 6th November 2018, 9.10 am, Station Road

Attendees: Tilli Beglin (Chair), Teri Murphy (Dep Chair), Jon Leeson-Kings (Treasurer), Katy Evans (Secretary), Emma-Jane Haigh, Lisa Smith, Rachel Taylor

Apologies: Rebecca Burdus, Paul Boddington, Helen Tubbs

Minutes from 17.10.2018

The minutes from 17.10.2018 meeting were reviewed and signed-off as correct. The following actions were discussed:

- **Wall Art Project:** No further developments. Teri aims to contact the art department at Sidmouth College (Penny Roberts). Additionally, we aim to explore potential grants to fund this project. (**Forward Action – Teri**). Teri has contacted Vicki Russell (parent/graphic designer) who has agreed to help with the design of posters/promotional material for the Christmas fair (see below).
- **Kings Garden Centre:** Rebecca has contacted Kings Garden Centre with a view to supporting our outside spaces project and is currently awaiting a response. Rebecca also aims to approach Coombe Garden Centre. (**Forward Action – Rebecca**)
- **Bricks from the Old Building:** The developers will save 150 bricks from the old school building for us to sell. It was agreed that accompanying plaques would be required. Jon will contact Sidmouth College to see whether they are able to help with this. Plaques are also required for bookcases that were donated to the school. Additionally, Jon agreed to contact the developers to salvage the chimney pots from the old school building to use as flower pots in the new garden. (**Forward Action - Jon**)

Bonfire Night:

Overall, the bonfire night event went very well. The event was well supported with around 300 tickets being sold at school. Both the BBQ and the Tuck Shop made a profit. The glo sticks also made a small profit with there being plenty of stock left over for next year (stock has a 3 year shelf life). Tilli reported that she has completed a full, detailed stock check.

Guy Fawkes Face Competition: The competition went well and made a profit of around £27. There was some disappointment that the winner of the competition was not able to start the fireworks display as promised. Lisa suggested that we give the winner a sweet cone as a substitute prize. **Lisa to action.**

Marquee: The PTFA marquee was left standing in the field overnight after the bonfire night event. Unfortunately, the marquee was blown away in stormy weather and badly damaged. We are currently looking at options to either repair or replace the marquee. We are also investigating the possibility of claiming on the insurance. **Jon to action**

Options for repairing/replacing the marquee will be discussed at the next meeting. **Action All**

Christmas Fair:

Date/Time/Venue: The Christmas Fair will be held on the 8th December in the new school hall. The event will run from 2-4pm. Mary Raffell has agreed to allow us access to the hall in the morning to set-up the fair (from 10am). She will also be available later in the afternoon to support the event.

We agreed that we would need access to the school hall on the Friday evening to set-up the grotto & to wrap the hampers. We will also need access to the kitchen on the day of the Christmas Fair. Teri agreed to discuss further with Mr. Vaughan. **Teri to action**

Posters/Promotion: Vicki Russell (graphic designer & parent) has agreed to support the PTFA with the design of posters for the Christmas Fair. We need to send her through the agreed date, time & venue of the event. It was suggested that we should send her an example of the poster from last year's event. We need to get something to the Parish Magazine by 13th November. **Tilli/Teri to action**

Hamper Wrapping: We aim to collect donations for the hampers during the week of 26th – 30th November. It is hoped that donations can be stored somewhere within the school for wrapping during the week commencing 3rd December. Teri agreed to discuss the storage of hamper donations with Mr. Vaughan. **Teri to action**

Hamper Items/Year Groups: It was agreed that hamper donations will be collected in the same format as previous years. We will ask for the following donations:

Year Group	Hamper Items
Pre-school	Arts & Crafts
Reception	Jams/Chutneys/Marmalades (To specify that these are not to be home made)
Y1	Confectionaries
Y2	Bottles
Y3	Biscuits/Crackers/Festive Foods
Y4	Toiletries
Y5	Christmas bows & wrapping
Y6	Bottles

Stalls: It was agreed that we would run the following stalls:

- Christmas Hampers
- Food & Drink (Coffee/Tea/Sausage Rolls)
- Cakes
- Crafts to sell
- Crafts to make & do
- Face painting
- Weigh the cake
- Guess the quantity of sweets
- Double decker
- Bric a brac/Clothes (Emma Jane to provide the clothes rail)
- Games

- Tuck shop
- Elf trail
- Christmas Grotto

We are also looking for a donation of a big teddy for a 'Name the Teddy' stall.

Crafters: We agreed that there will be both crafts to sell as well as crafts to make and do as follows:

- Crafts to sell
 - Selection of edibles (Lisa)
 - Knitted toys
 - Candles (donated)
- Crafts to make & do (Emma Jane)
 - Tree decorations
 - Peg decorations
 - Paper plate trees

Emma Jane asked for a sum of approximately £25 to buy stock for the craft stall. This was agreed by all present.

Christmas Grotto: Kim has agreed to lend a gazebo which will be set up as the Christmas Grotto in one of the side rooms off the school hall. Rachel has agreed to coordinate the volunteers to set-up the grotto on either the Friday night or Saturday morning (depending on allowed access). **Rachel to action**

We have a volunteer for Santa.

Activities/Games: We agreed that we should run the following games/activities:

- Bean bag game
- Tinsel pull (**Lisa to organise**)
- Ball ball hook (**Lisa to organise**)

Licence: A licence will be obtained to cover the period of 1-5pm for a total of 450 people. This will allow us to sell mulled wine/cider for the duration of the Christmas Fair. Lisa has agreed to apply for the licence. **Lisa to action**

Pamper Night

It was agreed by all present that the 'Pamper Night' be postponed until May 2019.

Any other Business

On-line Banking: Jon is in the process of setting up on-line banking for the PTFA account. It was agreed that the daily paying in limit will be set at £1000

Shed: We are hoping to purchase a PTFA shed which will be set up on the school site. We are looking into various options for this & will report back at the next meeting.

Requests for Funding: We have received the following requests for funding:

- KS2 dictionaries & thesauruses (10 for each class room). The amount of £989 was requested. While we support this initiative, it was agreed that we should check whether we can obtain the dictionaries/thesauruses cheaper elsewhere or whether we can get a discount for bulk purchase. To forward
- Pre-school have asked for £16 to buy 'I CAN' resources (to support speech and language development). This was approved.

Next Meeting: Tuesday 20th November 2018, 9.10am, Teri's house