

Newton Poppleford School Association (PTFA)

Minutes of the AGM 2022

Thursday 13th October 2022 7.30pm, Newton Poppleford Primary School

Attendees: Teri Murphy (Chair), Jon Leeson-Kings (Treasurer), Kate Clemens (Secretary), Henry Odbert (Deputy Chair), Anthony Pope (Head), Al Findlay, Georgia Trengove, Kirsty Rorke, Helen Tubbs, Sarah Furzer.

Apologies: Emily Wylie, Sian Pond.

Chairs report:

Teri provided an overview of 2021/2022 fundraising activity. This is the second year the PTFA has faced challenges due to Covid.

Teri highlighted successful new activities that had taken place this year. These activities will be continued or planned in again due to their popularity

- The Clothing Bank
- Book fair
- Preloved uniform shop
- Ticketed grown-ups party
- Cheese and wine run
- Sum Up / PTFA ATM
- School Gateway Payment System

Teri summarised fundraising events held this year-

£1214 from Class Cake sales returned following a break due to Covid and are once again a huge success.

£77 from the Terracycle scheme has now stopped as supermarkets now recycle crisp packets. Mrs Turner and the school Eco Council are keen to find a replacement recycling project.

£1640 from The School Lottery continues to be a success and includes lots of prize winners who donate their prize straight back to the school.

£144 from Online shopping portals (Amazon Smile, Easyfundraising and The Giving Machine) continue to generate some income – it was agreed this needs to be promoted ready for Christmas shopping. It was suggested that there could be some drop-in sessions to show people how they could access and use these shopping sites.

Mr Long weight loss sponsorship raised a fabulous £152

£306 from the Scholastic Book Fair. To be repeated this year.

Twosday was a challenge to raise £22 by any means possible on 22.2.22. Sadly, it wasn't that successful and raised only £88.

Summer Fete 2021 was postponed due to Covid so was held in the Autumn term. This was a scaled down version of the usual event but raised £950. The target for this was £500.

Bonfire Night raised £770. The PTFA have been invited by the Parish Council to take part in this again this year.

Christmas Cards designed by the children raised £606 and we will repeat this again this year.

The Christmas Fair was cancelled due to the weather conditions. A playground sale to sell off perishable items and a raffle of the cake made by Laura raised £600.

£550 from the Jubilee family Fun Day.

£150 from the Jubilee Party in the Pop.

The Summer Fete was back in July with the usual bar and BBQ. This raised £1400.

The Grand Raffle raised £2000.

The Clothing Swap Shop had disappointing results. It was felt that poor advertising, not enough notice and confusion about what the event was contributed to this. This will be tried again.

Ice Cream Friday. Gordon Legg offered to bring his ice cream van to school on the last day of school. Each child was given a free ice cream or a PTFA donation. This raised £136.

£500 from Magic Little Grants enabled the preschool to purchase splash suits.

Teri summarised the funding the PTFA has agreed to this year-

- Adventure Island Shelter
- Buddy Benches
- Playground pergola and seating
- Theatre Alibi visit
- Climbing wall
- Aardman Animation workshop
- Dance workshop
- Author session with Dara McNulty
- Scooter helmets
- Library books
- Kappa blocks
- Christmas crafting materials
- Preschool splash suits
- Preschool leaver gifts
- Reception trip to world of Country Life
- Reception classroom resources
- Yr1 classroom carpet
- Yr3 trip to Powderham Castle
- Year 6 leaver activities

Teri summarised ongoing projects-

The Buddy Benches are awaiting the plaques from Home (sponsors of the last four benches) and a photo opportunity to promote.

The pergola still needs to be painted and climbing plants planted to offer shade.

The Sensory Garden still needs raised beds and tiered seating, planting and the storytelling chair.

For further information the Chair's full report to the AGM can be found in the PTFA section of the school website.

Treasurer's report:

Jon provided an overview of 2021/2022 financial situation.

The opening balance was £17,223.76

The closing balance was £20,545.

It should be noted that £8,500 of this is 'ring-fenced' for the sensory garden project.

The account had an income of £19,806 which was £10k up on the year. Outgoings were £16484. There was a profit of £3321 which will be reported to the charities commission.

Reminders will be sent out to class teachers of their current pot of cake sale money from carry over and that coach funding money is available.

Jon highlighted some detail around income and donations which can be found in detail in the Treasurer's report.

Jon highlighted underlying PTFA expenses

- Parentkind
- Lottery licence
- TENS
- School Comms fees
- Jon also stressed that when funds are requested, the PTFA will always make sure the best value products or services are found.

Change of bank account to Lloyds. HSBC have now started charging for cash deposits and withdrawals. This has cost £97 this year.

An attendee at the meeting asked why the PTFA are holding such a large amount of money in the account if we are a charity. Teri agreed it was a valid point but explained that the PTFA needs a buffer to fund requests that come in before fundraising happens or to be able to purchase stock needed before fundraisers.

There was a suggestion that the PTFA should ask the school for their 'wish list' to see if anything else can be funded. Mr Pope explained that he will do this with the new Pupil Leadership team and will be putting in some requests for funding.

Following the loss of money after Smileswood went into administration there was a question as to whether the account could have a credit card to protect against future purchases. Jon explained that this wasn't possible but he would look into getting a procurement card.

The Treasurer's full report to the AGM is available on the PTFA section of the school website.

Committee Elections

The outgoing 2020/2021 committee was thanked for their work by Teri.

The following appointments were made by unanimous vote:

- Chair: Teri Murphy
- Deputy Chair: Henry Odbert
- Treasurer: Jon Leeson-Kings
- Secretary: Georgia Trengrove

Georgia will now need to step down as class rep and find a replacement.

Fundraising Plan for 2022/2023

Target for this year is £10,000

Fundraising events for 2022/2023 will include:

- Cake Sales
- Bonfire Night - 4th November
- Christmas Fair – Sunday 3rd December since our usual date of the first Saturday in December will now clash with World Cup fixtures.
- Easter Extravaganza – 24th March after school. This coincides with the Scholastic Book fair.
- Circus – 14th July. We are still trying to find a venue to support this. The Parish Council's offer is still a possibility. Wider members of the PTFA group are investigating other options.
- Summer fete – pencilled in for 30th June but dependent on what happens with the Circus.
- Summer Ball - 12th May. The Jubilee Party in the Pop was not as successful as anticipated. There was feedback that there were too many other events planned that weekend and that the ticket price of £20 was too high (costing the event was £19 per ticket). Therefore, costs for this event need to be kept as low as possible, the event needs to be planned away from school holidays and consideration needs to be given to any other local event planned around the same time. A planning meeting will be booked in to discuss all the above.

Amazon Smile have the facility to create a Wishlist of books for the school. A link is sent to parents who can buy from the list to donate to school (maybe to mark a special occasion). The buyer can have a message put inside the book "This book was donated by.... because..."

The idea being that the school can receive books at no extra cost.

It was suggested that we look at options through local bookshops (Winstones)

Coach Funding. The PTFA gives each class £100 per year towards coach travel. The school has estimated that the cost of coaches has risen by 20%. It was agreed unanimously to increase amount to £150 with immediate effect.

Sale of alcohol at PTFA events. 70% of events run by the PTFA have had a TENs licence. Anyone selling alcohol or running a stall where there is a possibility of alcohol being won (bottle tombola) is always made aware of the licensing rules. The PTFA have never had any incidences at any of these events.

A discussion now needs to be had as a serious complaint was made following the summer fete. The complainant said that there could be children at the event who are struggling with the after effects of alcohol abuse and selling and consuming alcohol at these events could be potentially damaging.

Teri made Mr Vaughan aware of the complaint. She also sought advice from a social worker who works with foster families, who advised that the families involved are advised not to be too total around the children as they need to see alcohol consumed in a 'normal' manner.

Mr Pope was comfortable with the sale of alcohol at these events due to the lack of incidents and the responsible behaviour of the organisers. However, before making a final decision, he has requested to see the complaint.

Future meetings. The ongoing WhatsApp meetings are working well. It is good for communication and quick responses. More planning meetings now need to be held in person.

AOB

- Mr Pope has said he would like to run an event with the pupils every half term. Autumn 1 will be the snotathon, Autumn 2 a fun run. There was some concern around PTFA fundraiser events and Mr Pope's events clashing and parents being asked for too many contributions. Mr Pope said some could be fundraisers but others could focus on other things like health and well-being. Spring 1 is currently empty and Mr Pope could run a fundraiser. Summer 1 is the grown-up event so Mr Pope could have that event as well. Mr Pope would like the new pupil leadership teams to choose where the money goes.
- Jon is going to look if Gift Aid can be claimed through one person – last time gift aid options were added to fundraiser sheets there was such a lack of detail very few were able to be claimed.
- Henry suggested a Christmas shopping event for Children to be able to buy their parent or carer a present. Gifts would be prebought, wrapped and children would be able to choose a gift.
- The path to Santa's Grotto (adventure island) - rubber mats have now been extended onto the path to help stop the mud. We need to get a new delivery of woodchip and lay it as close as possible to the Christmas Fete to make this path easier to navigate.
- Helen queried the possibility of reintroducing Quiz and Pudding Night. Kirsty suggested chocolate bingo. Planning meeting will be scheduled to talk these through.

Next Meeting: The Virtual ongoing meetings via WhatsApp will stay as it is felt these well attended groups generate a lot of useful ideas and information from those who cannot always attend a meeting in person. Anyone is welcome to join and can contact Teri to be added.

The PTFA will also revert back to in person meetings to brainstorm ideas and build rapport within the school community. The next meeting date will be communicated via School Matters, Facebook and WhatsApp.