

Newton Poppleford School Association (PTFA)

Committee Meeting Minutes – Virtual meeting via WhatsApp

Autumn 1 2022

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

PTFA funding requests and purchases

Clive Pig – storyteller- for reception, year 1 and year 2. £170 – authorised.

Preschool water table - £150 spend authorised from cake sale profits.

Theatre Alibi – funding request of £450 (50%) of total. 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.

Coach to Brainwaves at the Science Festival -authorised £100 coach funding.

Jellybeans and Daydreams - £24 authorised to purchase 6 copies of the book as part of the authors visit.

Christmas Crafting – As per previous years £30 per year group (£240) authorised.

Staff wellbeing initiative – during Covid and in to last year there was a staff wellbeing initiative. This was a raffle and every week there would be a winner. It was designed to boost morale and reward the staff. There were 3 winners last year who didn't get their prizes as they hadn't been purchased. The pot of money has dried up and basically there is no area of the school budget that is acceptable to put staff gifts under so Mr Pope is uncomfortable spending school budget on this... They are all experience gifts (lunch at Heron Farm etc), they have asked if the PTFA will buy them at an approximate cost of £75 (3x£25). He asked if promoting staff wellbeing falls under our remit.

The Committee felt that staff wellbeing and morale was an important aspect to consider. The Committee felt it was ok to authorise as a 'one off' but begs the question as to why the raffle had continued when the pot had dried up.

AGM

Thursday 13th October 19:30 in school.

Agenda available on the relevant section of the school website.

Aim to get the Treasurers report and Chairs report available on the website by the 10th.

Minutes from the meeting and the Treasurer's and Chair's Reports are available on the school website.

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.