

Newton Poppleford School Association (PTFA)

Committee Meeting Minutes – Virtual meeting via WhatsApp

Autumn 2021 – second half term

Attendees: Teri Murphy (Chair), Henry Odbert (Deputy Chair), Kate Clemens (Secretary), Jon Leeson-Kings (Treasurer), Tilli Beglin, Katy Evans.

Outdoor Project

Henry has sourced plaques for the sponsored benches.

A replacement pergola was ordered for £389.99 inc vat. This has now been delivered and is waiting to be erected. The pergola is designed to be free standing so a decision will need to be made by the carpenter as to whether he thinks post bases and bolts are needed.

Funding requested from the PTFA

£199 Kapla block set for use year 1-6. Approved.

£50 spend authorised for two trucks of woodchip for the adventure island shelter. Total amount actually spent was £20.

Bonfire Night

BBQ – 200 x burgers, 200 x hotdogs, 24 x veggie hotdogs.

£1072 cash + £268 sum up = £1340 takings

£490.68 expenses

£150 PC fee

= £699.32 profit

Tuck Shop

£183.80 cash takings

£89 expenses

£25 PC fee

= £69.80 total

TOTAL £769.12 profit (£944.12 before PC fees, 18.5% of total profit)

Change of bank account

Jon spoke to Lloyds and found they don't make any charges for charity or non-profit accounts. The committee agreed to move the bank account to Lloyds.

Christmas Fair

Jon collated a list of damaged equipment to check claims on the insurance policy...

4 x 3m gazebos.

Slow cooker.

It appears that gazebos are not covered under the current policy. Jon spoke to Parentkind who are looking into it with the policy underwriters.

In the meantime, Jon is going to forge ahead with a claim to see what happens.

It was suggested we look into an extra insurance policy or 'one-off event' insurance to cover these kinds of event as the only items ever damaged in the past have been gazebos.

Recommendations for next year...

1. Improve the path to the grotto in Adventure Island.
2. Make weights for the gazebo feet – collect flower pots, fill with concrete and store in the shed.

More recommendations to be added as and when.

Banking deposits

Teri banked £5500 cash.

Breakdown of takings...

Christmas

Playground sale total takings = 135.80

Donations = £92

Cake raffle = £120

Hamper raffle = £479 (£85 cash, £394 online)

Total income = £826.80

Expenses = £87.12

Total Profit = £639.68

Christmas cards

£694.80 cash

£105.75 cheque

£752.75 (Gateway)

Total takings = £1553.30

Invoice paid = £948.67

Total profit = £64.63

Book Fair

£555.16 (cash)

£57.44 (online)

Total takings = 612.60 (Hit £600 target for 50% commission.

£306.30 rewards for the school to spend on books

Cake sales

Year 6 £145.65

Year 5 £117

Year 4 £123

Total fundraising made this term £3010

Grants £806 (Little Magic and Book Fair)