

# Newton Poppleford School Association (PTFA)

## Minutes of the AGM 2018

Wednesday 3<sup>rd</sup> October 2018, 7:30pm, School Hall

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**Attendees:** Tilli Beglin (Chair), Teri Murphy (Dep Chair), Jon Leeson-Kings (Treasurer), Stuart Vaughan (Head), Amanda Thomas, Kelly Downs, Mel Burns, Katy Evans, Emma-Jane Haigh, Rebecca Burdus, Kim Davey

**Apologies:** Tom Angel (Secretary), Mary Raffell, Emma Finch, Lisa Smith, Liza McLean

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**Chairs report:** Overview of last year, fantastic fundraising year! *Report available separately*

**Treasurers report:** Overview of last year's financial situation, our total income for the year was £20,188.81! *Report available separately*

**Appointment of Financial Examiner:** Joan Smith will be instructed again this year.

**Committee Elections:** The following appointments were made by unanimous vote:

**Chair:** Tilli Beglin

**Deputy Chair:** Teri Murphy

**Treasurer:** Jon Leeson-Kings

**Secretary:** Katy Evans

**Class Reps:** The class reps for 2018/19 are:

Pre-school: Kelly Downs / Rebecca Burdus

Reception: Suzanne Henderson / Vicky Cozens

Year 1: Gillian Whitehorn / Charlotte Raymont

Year 2: Liza McLean / Pia Payne

Year 3: Kelly Maguire / Rachel Taylor

Year 4: Becky Smith / Hazel Jeffery

Year 5: Helen Tubbs / Lisa Smith

Year 6: Kirby Whittock / Amy Tillotson

**Christmas Fair:** Agreed we held it too early, it should be closer to Christmas this year.

**£100 per class:** It was previously agreed that each class would be allowed £100 per year towards coach hire, it was agreed that this should be extended to pre-school as well.

**Cake Sale Money:** It was noted that the teachers are not spending all the money they are receiving from cake sales, we need the teachers to make more requests and tell us where they want funds allocated. They should also be aware of their class cake sale funds that have carried over with the children. A communication should be sent to all staff explaining what they have available and encouraging them to use the request form. *Jon to action.*

**Pre-School:** Now that pre-school are a part of the school, they will be included as if they were any other class, having access to the same funds and joining in with fundraising activities. Staff were keen to secure funding for traditional items such as leavers pencil cases, it was agreed that these requests are reasonable and fall under the same banner as reception class water bottles, as something that the PTFA are happy to provide. It was noted that pre-school parents do not receive School Matters, so all communication with them needs to be paper based, and joining the Parents Facebook group should be encouraged.

**2018/19 Fundraising Target:** It was agreed that a target or goal to work towards was a great motivator, but that this year should be a project rather than monetary amount. Mr Vaughan provided some suggestions of projects that the staff would like to introduce. They were discussed and it was agreed that this year the PTFA will fundraise to improve the schools outside spaces, aiming to provide a wildflower meadow, sensory garden, and fitness trail. These projects are beneficial to the whole school and can be carried over to next year if necessary, once the builders have left the site we will be able to decide the size and location of the three projects. We will continue to support requests for field trips, visits, and classroom resources alongside this larger fundraising target.

**Wall Art Project:** One of the options discussed was a large mural or similar to go on the large white walls in the stair well and corridor. It was suggested that we contact Penny Roberts at the art department in Sidmouth College, and also Vicki Russell, a parent and graphic designer, for ideas to potentially involve the children as well. *Teri to action.*

**Fundraising Plan for 2018/19:** It was agreed that we will run our usual events; Bonfire Night, Christmas Fair, Quiz and Pudding Night, and Summer Fete. In addition, we will run an Easter event, Community Raffle, and a Children's Sponsored Event. We will also plan to hold a Pamper Night, Clothing Collection, Golf Tournament, a Children's Play, and Fab-Bricks.

**Grants:** This is a huge source of income that we should continue to tap into, we should keep a lookout for opportunities to apply for grants, and apply to Tesco and Waitrose community funds again.

**Schedule:** It was agreed that if we are to pull off all the above events, we need to be savvy about scheduling and staggering the events. It was agreed that we should forge ahead with Fab-Bricks soon (pre-Christmas) so it can be promoted as a stocking filler. *Teri to action.*

**Woodland Trust:** The free trees on offer from the woodland trust will have to remain parked until the builders have left the site and we know what space we have for planting, although we do have the offer from Rich Davey, parent and landscape gardener of tree planting sessions with the children when we are ready.

**To promote:** It was agreed that The Giving Machine and My Nametags are effortless money makers that are not promoted well enough currently. We agreed to promote MyNametags.com in new parent welcome packs. *Mrs Thomas to action.*

**Kings Garden Centre:** Following the newly opened Kings on the outskirts of the village it was suggested that they would like to get involved providing tools/plants/raised beds/money towards our outside spaces project. Agreed to approach to gauge their interest. *Rebecca to action.*

**Bricks from the old building:** Salvaging bricks from the demolition of the old school building was discussed, we can either sell on bricks to individuals, or we can use them to create a kind of memorial, incorporating them into a path or installation in the sensory garden perhaps. First step is to secure some bricks. *Jon to action.*

**Bonfire Night:** Parish Council meeting will clarify what catering arrangements we need to make. Need volunteers to sell tickets in the playground w/c 15<sup>th</sup> October, and to steward the event and run food stalls. Agreed that the Guy competition will be run as last year, paper plates put in book bags for children to design a face, 50p entry, winner will start the fireworks. Need to ask Mary Raffell if she will make the Guy with her class again this year? *Teri to action.*

**Thanks:** The Chair made special mention and thanks to Emma Finch and her team of organisers. The Head made special thanks to the PFTA for their extraordinary efforts last year.

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**Next Meeting:** Wednesday 17<sup>th</sup> October 2018, 7:30pm, the Cannon Inn.