



## **BISHOPS TAWTON PTFA MEETING MINUTES**

**Date of meeting – 09/01/2023**

**Time - 7.30pm**

**Location - Meeting held both face to face and via MS Teams**

**In attendance - AS, LB, SF, EH, DC, LC, JC, SB, LW**

**Apologies – KL, SS**

**Agenda for meeting to include –**

- Feedback from last term
- School requests for funding
- Calendar for remaining school year
- Constitution

**Feedback from last term -**

LB shared that last term PTFA raised approximately £1577 from events and raffle. AS thanked everyone for all their hard work in helping us raise this amount and making the events a success.

EH provided feedback that the Facebook and Newsletter visual that LB had created to inform parents and families on how much money had been raised and how, was very impactful.

DC provided feedback to the group that Facebook is working well at present with regular updates and posts getting a good number of views.

DC also shared that response from the school staff had been positive and the overall opinion was that they felt the Christmas shop had run smoothly and been successful this year. It was felt being able to return to the pre-Covid format had made a positive change.

AS asked for thoughts on whether a Christmas Fair would be preferred in 2023/24 or whether we continue with an Easter Fair. There was an agreement from this in attendance that a Christmas Fair was not needed and that people are already stretched with money and time in the run up to Christmas.

AS stated that an early decision will need to be made about the purchasing of Christmas shop gifts this year.

**School Requests –**

There has been a request from school for the PTFA to donate £4 per child in both KS2 and KS1 for educational visits (to be confirmed). The number of pupils is approximately 180 and would be at a cost of approximately £720. This was AGREED by all those in attendance.

There has also been a request for £160 for wooden play food for Early Years classes to replace similar resources damaged in storage. This was AGREED by all those in attendance.

LB shared that the PTFA had received an invoice for the purchasing of plastic school drinks bottles which are given to new students. There was some confusion over where this invoice had originated from and whether this is something that is a worthwhile PTFA, even if the PTFA has previously supported this. Discussion was held about whether this was a good use of PTFA funds and about longevity of the bottles. LB/AS to follow up with school about bottles so that a decision can be made by PTFA about this.

AS and LB shared that there is no update on transferring bank account names from previous PTFA members to current PTFA members. This remains in progress.

### **2023 calendar –**

Discussion held around Easter Fair – We previously had good feedback about this event in 2022. Meeting considered whether this year we should make this a less complex event due to work involved in making last year's event successful. Ideas suggested for this year included an Easter egg hunt, Egg rolling and Easter Bonnet parade. No final decision was made on this. PTFA identified possible date for the event to be held in the last week of term or the week before. DC to check admin calendar and email AS.

Idea put forward to hold a Summer festival – Suggested this would take place in the Summer term on a weekend day. May include a bouncy castle, BBQ, Ice-creams etc alongside live music. Some musicians have been identified but this will be explored further. It was noted that it is important that this event would not coincide with a village or county events. DC noted that securing school staff on a weekend may not be easy and would need lots of notice. It was suggested that PTFA should consider checking insurance requirements. More thought needed around whether we would like use of the school hall, what outside space is required and whether access to the school kitchen would be needed for catering. DC to discuss with MS Date. Proposed date for the event is - May 13<sup>th</sup>.

Another event proposed was a Night at the Big Sheep/Milky Way. This has taken place in previous years and been well received. MS has suggested inviting Langtree to join us for this event. No specific date proposed but suggested it would be a Friday evening this term.

Village Quiz – AS to contact Brian Hogg around raising money for us at village quiz this year.

Summer disco – July 7<sup>th</sup>/14<sup>th</sup> suggested. DC is not aware of any school events in the diary which may coincide.

Friday Treat Sale – always a good event and easy money raiser. Suggested Valentine's cake sale at end of Feb half term.

### **Any other business –**

School Leavers – JC noted that PTFA usually part-fund for School Leavers books/trips/treats etc and to keep this in mind.

Classlist App - EH queried about PTFA use of Classlist App. This is no longer active but we do not know if we can officially remove our account now.

Tea-towels – Continue to sell remaining tea-towels at future events.

Constitution – AS proposed this needs discussing in advance of AGM in Oct 23. AS to circulate and discuss with MS to arrange a date to discuss the current Constitution.

**Date for next meeting – Thursday 23<sup>rd</sup> 7.30pm**