

## Minutes of PTA Meeting at Feniton Sports & Social Club 7:30p.m. Wednesday 10<sup>th</sup> January 2018

### Present:

Gemma Bailey, Helen Brandom, Elaine Cadman, Lucie Wright, Jules Barrass, Helen Olliff.

### Apologies:

Emma Mullenger, Charlotte Guyan, Charlotte Boyes. Amanda Parsons, Lucie Simic, Nicola Browning.

### 1. Minutes:

The minutes from the EGM & St Andrews Fayre meetings were read and signed as true records.

### 2. Chair's report:

Next issue of newsletter almost ready – welcome back, request for volunteers, school funding, amount raised so far, spending breakdown, thank you (individuals & organisations/businesses donating funds, time, prizes, equipment, venue/skills and resources).

Tesco token scheme up and running in Honiton.

Separate newsletter to follow with further details on funding issues.

### 3. Treasurer's report:

A new auditor has been found and reviewing PTA accounts. Current balance – petty cash £321, bank £6700. Termly £500 cheque due to school.

### 4. Events Review

Event	Notes	Actions
<b>Commando Challenge</b>	Raised £1301.60 (approximately £5/child), however many did not raise any sponsorship/donation. £5 entry fee, parent laps, refreshments, permission slip with confirmed yes/no.	
<b>Blue Bags</b>	Raised £236.00	Arrange next collection.
<b>100 Club</b>	Not discussed	
<b>Gifts Galore</b>	Raised £849.72. Rebrand, move to October, cake stall not hot food.	
<b>St Andrew's Fayre</b>	Raised 1296.48. Most successful for several years. Full review needed before start planning for next year.	Church donation still to be made.
<b>Christmas Cards</b>	Raised £238.50. Earlier timing worked well, need to be consistent across classes if specifying whether pens/pencils used.	
<b>Christmas Bingo</b>	Raised £168.55. Poor weather, busy pre-Christmas weekend and another bingo at Social club the week before.	

### 5. Class Representatives (2 per year group)

School bulletin email Thurs 11/01/18 to reintroduce class representatives as liaison between school, PTA and parents. Contact slip to follow with deadline for signing up.

### 6. Future Events

Event	Notes	Actions
<b>Disco (Children)</b> Gemma Bailey	DJ booked (£40) – needs to set up from 2pm, so no family worship. Speak about music video content/light display only. FSU/KS1 4:00-5:00pm (FSU parents stay) KS2 5:15-6:15pm £2 per child. Sweets left over from St Andrew's Fayre.	Change date to 9/2/18. Permission slips to go out. Helper sign-up sheet. Speak to John re. lock up. Buy squash & cups.

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<b>Easyfundraising</b> Helen Brandom	£187 in pot so far, from only 45 members. All set to pay direct into PTA bank account.	Add to newsletter and include link on webpage.
<b>Girls' Night In</b>	Bring your own bottles Quiz, raffle, cake, stalls/pampering.	JB speak to EM/CG if would like to organise
<b>Easter Bingo</b> 25/03/18 Helen Olliff	Social club booked.	Andy – calling?
<b>Easter Egg Hunt</b> 30/03/18 – 16/04/18 Helen Brandom / Charlotte Boyes	Start planning.	
<b>90s Disco (Adults only)</b> 23/06/18 Gemma Bailey	DJ & Social club booked. No food this time. Tickets/posters/raffle to arrange.	
<b>Feniton Fun Day</b> 01/07/18	Looking to run Grand Draw again.	
<b>Scarecrow Hunt</b> August / September	JB has details of previous. £5 to enter, £1 for map & vote (top 3). Minimum 10 scarecrows or cancel event.	
<b>Christmas Bingo</b> 09/12/18 Helen Olliff	Social club booked.  Not discussed.	

**7. Tesco Bags of Help Fundraising**

Collection box in place until 28/02/18. Rules: no tampering, promotion in store to customers, multiple tokens per visit or bringing in tokens from other Tesco stores. Notice in Parish magazine.

**8. PTA / Year Group Parent Collaboration**

Thank you for enthusiastic additional efforts by parents from Years 1, 2 & 6 towards fundraising and work-saver time, removing some pressure from PTA.

There is scope for each year group to raise additional funds for class trips/residentials (in additional to the cake stalls) by providing refreshments at various events, coordinated by class representatives (PTA to provide tea/coffee/sugar, class to provide milk on day).

Commando Challenge	Year 3	Music Festival	Year 2
FSU Nativity	Year 1	Sports Day	Year 5
KS1 Nativity	FSU	Arts Week	Year 4
KS2 Nativity	Year 6		

Similarly, at St Andrew's Fayre, rather than PTA committee allocate games/stalls, each class given a table and class reps confirm their stall to the PTA in advance (to avoid doubling up).

Totals raised at class events/cake stalls to be included in weekly bulletin email, and ringfenced to ensure spent on own trip/residential, with remaining funds at end of year moving up with children to the next class.

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The aim is to increase clarity between school, PTA and class fundraising events, with better visibility of how funds are spent.

### **9. Fundraising Target (September 2017 – August 2018; £8000)**

Over £4000 raised so on track, but autumn term is event heavy, still plenty to do.

### **10. Parent Voice**

Nothing raised since last meeting.

### **11. AOB**

- EM has put name forward for class rep (Yr 2 or FSU). Also suggested a letter to parents about school funding problems (already being worked on) and that PTA committee have a table outside school monthly to help increase profile.
- AP - Thank you to Jon Carnall for work on Yr 1 fence, charging only for materials not labour. This week's bulletin email will include request for class reps. and publicise Tesco token scheme.
- Thank you to Thomas Clarke for work on trees/hedges.
- JB enquired into pricing for nativity plays and whether this could or should be reviewed.

### **12. Date of next meeting:**

**22/02/18 7:30p.m. Feniton Sports & Social Club**

Meeting closed 10:30p.m.