

Northlew PTFA Annual General Meeting (AGM) Minutes

Date:	Monday 12 th October 2020	Location:-
Time:	7.30pm	Microsoft Teams Virtual Meeting
Attendees:	Louise Fewings (LF) (<i>Chair</i>), Janine Cook – <i>Head of School</i> (JC – <i>HoS</i>), (Elaine Tidwell (ET) (<i>Minutes</i>), James Canham (JC), Mel Nash (MN), Michelle Hughes (MH), Gemma Dufty (GD), Jade Hatt (JH), Jo Dryden (JD), Sarah Hancock (SH), Rosie Foulger (RF)	
Apologies:	Hayley Canham, Becky Vallance, Charlie Stewart-Smith, Fiona Nye, Mai Cudmore	
Agenda		Actions
1	AGM Minutes from 2019	
	<p>LF welcomed new committee members Jo Dryden and Sarah Hancock</p> <p>The minutes from the 2019 AGM were read and approved.</p> <p><i>Actions Outstanding</i> – Photo's of PTFA members. This was addressed later on in the meeting.</p>	
2	Chairs Report 17/10/2019 to 12/10/2020	
	<p>The PTFA held regular meetings until March 2020, thereafter no further meetings have been possible due to COVID and social distancing measures.</p> <p>Successful fundraisers held prior to March included a BBQ at the Village Carnival, Indian Curry Night, X-mas shopping evening and X-mas wreath workshop.</p> <p>Due to COVID the following events had to be cancelled: Summer Duckrace, Carboot and Carwash.</p> <p>The committee agreed to fund the School Mosaic Project; this was started but not completed due to the School having to shut for lockdown. This was discussed later in the meeting.</p> <p>Hooded sweatshirts were purchased for the Year 6 leavers along with medals to give to all the children for their resilience during lockdown. These were distributed at a socially distanced picnic held in the village park during the Summer.</p>	
3	Treasures Report	
	The committee has been pleased to help Northlew School during the past year by purchasing two projector screens and helping towards the cost of workshops,	

	<p>school trips and a gazebo.</p> <p>The PTFA were able to purchase a screen for class 2 at a cost of £1605 and a screen for class 1 at a cost of £1893. For the period of February 2019 to February 2020 the PTFA were delighted to have donated a total amount of £5021.43 to Northlew School.</p> <p>This is a very impressive amount, but sadly due to the COVID lockdown it is unlikely that the PTFA will be able to match anything like this amount during the next financial period due to the amount of fundraising events having to be cancelled.</p> <p>For anyone wishing to view the financial report they are welcome to contact Jade Hatt.</p> <p>JC – <i>HoS</i> expressed her thanks on behalf of the School for everything that the committee has helped with during the past year. At present there are no parents permitted on the School Site so it will be difficult to arrange events, but the coming Christmas Fair will be discussed.</p> <p>SH put forward the idea of an outdoor market being held in the Village Square. However, due to government regulations, there has to be social distancing enforcement which could prove difficult. There is a risk of a fine if social distancing is not enforced.</p> <p>GD said that Bratton Clovelly is doing a virtual craft fair and suggested that we could do something similar. MN said she will liase with a contact from Northlew Village who were also considering a virtual fair.</p> <p>Northlew Village Shop has kindly made the offer to sell goods on behalf of the school should the children wish to make something to raise funds for the school.</p>	<p>JC – <i>HoS</i>: Have a discussion with the School as to whether a Christmas Fair could be approved.</p> <p>MN: Liase with contact from Northlew Village on how they are planning a virtual fair and how we could get involved.</p>
4	<p>Election of Officers</p>	
	<p>LF informed the committee that she will be stepping down as Chair after 3 years in the position. A new Chair will need to be elected. LF will continue to act as Chair until a new one can be appointed with a deadline of January 2021.</p> <p>It was agreed to place an advert for a new Chair in the School Newsletter with a description of the responsibilities of the Chair and perhaps a Vice Chair.</p> <p>GD informed the committee that she will be stepping down as Secretary</p> <p>SH volunteered for the position, she was voted for by LF and this was seconded by MN.</p>	<p>LF: Arrange with the School to place an advert in the newsletter for a new Chair with details of what the position involves and perhaps a Vice Chair. Include the contact email for the PTFA northlewptfa@gmail.com</p>

	<p>ET offered to continue taking the minutes of the meeting to help share the workload, this was agreed with SH taking on the rest of the duties of Secretary.</p> <p>JH agreed to continue as Treasurer, but requested that someone became a second signature on cheques. SH agreed to be second signature.</p> <p>The School would still like photos of PTFA members so that they can be displayed at the front of the school. This will help new parents identify who they can approach for help or information.</p> <p>JC – <i>HoS</i> raised the issue of how Staff can support parents, especially with problems and mental health difficulties now and into the future. It is especially difficult due to parents not being able to access the school.</p> <p>LF checked that all current members are happy to stay as part of the Northlew PTFA. No objections, though no one had received communication from Fiona Nye.</p>	<p>ALL: Take a headshot photo of yourself and email it to the School a long with a brief description of yourself and role in the PTFA. If you cannot do this speak to Hannah in the School Office who will take your photo.</p> <p>LF: Contact Fiona Nye to see if she still wishes to be a PTFA member</p>
5	Plans for the Coming Year	
	<p>150 Club MN informed the committee the Club had to be paused after 2 draws due to lockdown and asked if the committee wished to close the Club and restart at a future date, refunding members who had paid in advance.</p> <p>GD suggested a card reader so that cash wasn't necessary but this involves a charge per transaction .</p> <p>JC – <i>HoS</i> suggested that the School could collect entry money on behalf of the PTFA and then quarantine it. The PTFA could then collect the money on a fortnightly basis.</p> <p>People wishing to enter the club would be encouraged to place the money in a sealed, clearly marked envelope that could then be posted through the letterbox at Northlew School.</p> <p>It was agreed that the Club will restart in December, those who have already paid need to be contacted and entered automatically unless they request a refund.</p> <p>GD asked about The Shoe Box Appeal as she has been contacted by people offering to donate items.</p> <p>JC – <i>HoS</i> said that she has not had any contact from the organisers of this and would need to find out whether it</p>	<p>MN: Arrange to restart the club in December, contact those who have already paid in advance to offer automatic entry into the next draw.</p> <p>Place an advert for the 150 Club in the school newsletter after the October half term holiday.</p> <p>JC – <i>HoS</i>: Arrange for a safe place for the Club money to be kept in quarantine.</p> <p>JC – <i>HoS</i>: Find out if The Shoe Box Appeal will be going ahead this year. If so, source a list of items that</p>

	<p>is still going ahead. Any donations have to be new, no second hand items allowed. If the Shoe Box appeal is going ahead we need a list of items that are suitable for donation.</p> <p>JD said that Boasley Cross collects donations of used clothes and are paid per the weight of the bag. Providing bags could be quaratined this would be a good way of raising money. JD agreed to ask Boasley how they are arranging this.</p> <p>Due to Social Distancing measures it is unlikely that children will be taking part in Halloween Celebrations. The committee felt that it would be a nice gesture to offer the children something at the end of term.</p> <p>JC – <i>HoS</i> suggested that the children could come in fancy dress if they wish on the last day before October half term, no donation money will be required. If the weather permits a socially distanced dance in the playground could be arranged.</p> <p>SH suggested we could provide the children with a small wood pumpkin cut out to decorate, she will find out the price for this.</p> <p>It was also agreed to provide all the children with a small bag of sweets.</p> <p>LF felt that we could still do the Christmas Hamper raffle this year because it can be quaratined. A deadline will need to be set so that the hamper can be quaratined for at least 1 week.</p> <p>ET suggested that we do 2 hampers, one hamper for adults and another for children. Class 1 and 2 can be assigned a hamper each that they can collect donations for.</p>	<p>can be donated, providing they are new.</p> <p>JD: Ask Boasley Cross for details of their used clothes collection process and the company that they deal with.</p> <p>JC – <i>HoS</i>: Inform parents in the School Newsletter that children may come to school in fancy dress if they want to on the last day before October half term. Look into the possibility of arranging some music for a dance on the school playgroud.</p> <p>SH: Find out the cost of providing small wood pumpkin cut outs for the children to decorate.</p> <p>LF: Place an advert in the School Newsletter to inform parents that we will be collecting hamper donations after the October Half Term holidays.</p>
6	AOB	
	<p>JC – <i>HoS</i> said that she will follow up getting the School Mosaic project finished.</p> <p>The School would like to get hold of a large quantity of Willow to build a permanent Forest School Shelter. LF said that her family has access to a large quantity which could be provided free of charge.</p> <p>If it is not suitable JH can contact Madewell Farm near Hatherleigh who can supply it for a cost.</p> <p>SH is in contact with a project group who teach children environmental management and marine awareness, this would be free of charge and very educational for the children. No outside bodies are allowed on Northlew School site at present, but this would be a great project to arrange in the future.</p>	<p>JC – <i>HoS</i>: Follow up the School Mosaic project and how it can completed.</p> <p>JC – <i>HoS</i>: Liase with LF and Mr Thomas to view the willow and see if it suitable.</p> <p>SH: Pass details of the environmental project group to Mrs Cook so that she can look at arranging this in the future when restrictions are eased.</p>

Time Meeting Concluded: 8.40pm