

## Northlew PTFA Meeting

<b>Date:</b>	Friday 10 <sup>th</sup> February 2023	<b>Location:-</b>
<b>Time:</b>	3.30pm	Northlew Play Park
<b>Attendees:</b>	Hayley Canham (HC) ( <i>Chair</i> ), Elaine Tidwell (ET) ( <i>Secretary</i> ), Jade Hatt (JH) ( <i>Treasurer</i> ), James Canham (JC), Becky Vallance (BV), Jo Dryden (JD), Becky Davey (BD)	
<b>Apologies:</b>	Claire Page, Katherine Cole	
<b>Agenda</b>		<b>Actions</b>
<b>1</b>	<b>Welcome and Approval of Previous Meeting Minutes</b>	
	HC welcomed all members present and the minutes were approved from the previous meeting.	
<b>2</b>	<b>PTFA Charity Status</b>	
<b>2a</b>	<b>Charity Registration</b> JH shared her research with the committee on the legalities of becoming a charity and the extra work that would be required from members in terms of book keeping and auditing if we were to officially change the PTFA status. It was felt that the benefits that come with being a charity did not outweigh the extra work involved as we already receive generous donations from the local community. All in attendance voted to keep the PTFA status unchanged and not register as a charity.	
<b>2b</b>	<b>Bank Account</b> All agreed that we should still move the PTFA bank account to the Post Office to make banking easier to access. JH said she would be able to action that this month. HC asked whether we had received any recent payments from Easyfundraiser – JH agreed to check the most recent bank statements and find out when we last received a payment from them. The Easyfundraising direct debit details will need to be updated when the new Post Office account opens.	<b>JH:</b> Switch the PTFA bank account to one with the Post Office. Check payments from Easyfundraiser and update the direct debit details when the Post Office Account opens.
<b>2c</b>	<b>Signatories</b> JH and JD will remain as the bank account signatories until JH steps down in September. A new signatory can then be agreed upon to replace Jade.	
<b>3</b>	<b>Expenditures</b>	
<b>3a</b>	<b>School Wish List</b> Prior to the meeting HC shared with committee members the list of things that the school had requested	

	<p>be considered for purchase. All agreed most of these items could be sourced as donations, clarification is needed on what some of the items are specifically. ET agreed to email the school for clarification. The PTFA will then see if we can source donations.</p> <p>All agreed not to purchase the Yoto Audio Book player as recent discussion with Boasley Cross School had found it to be very expensive and not fully usable.</p>	<p><b>ET:</b> Email the school for wish list clarification.</p>
<b>3b</b>	<p><b>Book List</b> HC stated that we still have not received a list of books from the school that they would like us to purchase. HC agreed to follow this up and if a list had not been received by the next PTFA meeting then we shall choose some books to purchase and donate.</p>	<p><b>HC:</b> Speak to Mrs Cook about the book list.</p>
<b>3c</b>	<p><b>School Trip</b> A date for the school trip that the PTFA offered to fund has still not been arranged. ET suggested Paignton Zoo instead of The Eden Project as Paignton Zoo is free to schools this year as part of their 100 Year Anniversary celebrations. JD said that the Zoo is fully booked until September but we might be able to book an Autumn trip date. HC agreed to speak to Mrs Cook about this and arrange a date asap.</p>	<p><b>HC:</b> Speak to Mrs Cook about booking either The Eden Project or the Zoo. Secure a date as a matter of urgency.</p>
<b>4</b>	<b>Future Purchases for the PTFA</b>	
<b>4a</b>	<p><b>Storage Shed</b> All agreed that the PTFA need a storage shed for the larger PTFA owned items such as the gazebo and it needs to be in a neutral location so all members can access it, this would preferably be at the school. HC said she would approach Mrs Cook to ask for permission.</p>	<p><b>HC:</b> Request permission to have a storage shed for PTFA items on school grounds.</p>
<b>4b</b>	<p><b>BBQ/Spotlights/Power Leads</b> All agreed these items need to be purchased for the sole use of the PTFA and regularly PA tested to comply with insurance requirements. These items can be approved for purchase when the shed has been procured.</p>	
<b>5</b>	<b>Fundraising Ideas</b>	
<b>5a</b>	<p><b>Bags for Schools</b> Everyone agreed to move forward with this idea once a date was available with the company involved.</p>	<p><b>HC:</b> Check dates available with Bags for Schools</p>
<b>5b</b>	<p><b>Members Ideas</b> HC provided details of a company that arranges a type of fashion show where reduced price clothing from major brands can be purchased. The company provides all the clothing, equipment and models. The PTFA</p>	

<p>would need to arrange a venue, advertise the event and sell the tickets. A minimum of 100 tickets would need to be sold.</p> <p>The PTFA makes money through ticket sales, refreshments and having a raffle.</p> <p>A discussion was held with regard to location – whether Northlew Village Hall, Hatherleigh Community Centre or Highampton Village Hall would be more suitable. ET felt that we would need to book a venue with plenty of parking if we are expecting a large turn out of people even if that meant having the venue outside of Northlew Village.</p> <p>HC agreed to look into dates that the company has available and ask for further details on how the event is run and the outcome if the PTFA cannot sell enough tickets.</p> <p>Dog Show – Nikki at Kesterfield Crafts has kindly offered her services as a judge if the PTFA were to hold a dog show/family fun day. We would need to find a suitable location – HC to ask Mrs Cook whether the PTFA could use the school playground or whether Nikki has an available field.</p> <p>Duck Race – HC had previously shared details of an ice cream / sweet vendor that we could book for Duck Race Day. The vendor gives the PTFA a percentage based on how much he sells. It was asked how much he charges for his products – HC agreed to find out and also agree on what percentage would be given to the PTFA.</p> <p>World Book Day After School Disco – all felt that this was an excellent idea. HC agreed to ask Mrs Cook whether this could take place at the school directly after lessons finish for the day.</p> <p>Ideas to work alongside the school – HC suggested the following projects that the PTFA could help supply/run to involve ourselves more with the school:  Baking Contest – possibly held at school.  Easter Bonnet Competition – craft project that could be done in school during art lessons.  Childrens Talent Show</p> <p>Fathers/Mothers Day T-Shirts – this could be done with screen printing or children could do tie-dye.</p> <p>Matchbox Competition - Children decorate a matchbox provided by the PTFA and collect certain items to put inside. Children would ask friends and family to sponsor them to fill their matchbox with items that match a given criteria.</p>	<p><b>HC:</b> Speak to the company about available dates and provide PTFA members with further T&amp;C details</p> <p><b>HC:</b> Approach Nikki and Mrs Cook about dog show/fun day idea.</p> <p><b>HC:</b> Ask the vendor for a price list and agree on a percentage given to the PTFA.</p> <p><b>HC:</b> Speak to Mrs Cook about a World Book Day Disco.</p> <p><b>HC:</b> Run ideas by Mrs Cook.</p> <p><b>JD:</b> Check whether Lin Ley has availability 31/03/23, liase with JH before booking.  <b>JH:</b> Check the village hall</p>
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	<p>Family Quiz Night – families could book a table and children would be welcome as finding childcare can be difficult.</p> <p>Easter Bingo – Lin Ley can be booked to host this as she has a gambling license. It would cost the PTFA £25 to hire her and this was felt to be very reasonable. JD agreed to contact her to see what dates she has available. Aim for Friday 31<sup>st</sup> March. JH agreed to check Northlew Village Hall availability.</p>	<p>availability. Liase with JD before booking and inform PTFA of the outcome on the messenger chat.</p>
<b>6</b>	<b>AOB</b>	
<b>6a</b>	<p><b>Kings Coronation Ideas</b> BV agreed to find out whether anything has already been arranged by the Parish Council before we agree on what the PTFA would like to do to mark the event.</p>	<b>BV:</b> Find out whether the Parish Council has agreed on their plans for this event.
<b>6b</b>	<p><b>Outstanding Invoice</b> HC said that the PTFA had received a request for the Space Dome event to be paid for. JH said this would be actioned on Tuesday 14<sup>th</sup> February.</p>	<b>JH:</b> Pay outstanding invoice.
<b>6c</b>	<p><b>Ideas for School Enrichment</b> It was suggested we could pay for a company to visit the school to teach the children about bee keeping and their important environmental role. All agreed that this would be something that we would like to fund.</p>	<b>HC:</b> Speak to Mrs Cook about arranging an in school bee keeping experience.
<b>Time Meeting Concluded: 2.50pm</b>		
<b>Next Meeting: Date TBA</b>		