

Northlew PTFA AGM Minutes

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| Date: | Wednesday 10 th November 2021 | Location:- |
| Time: | 7.15pm | Green Dragon, Northlew |
| Attendees: | Katherine Cole (KC) (<i>Chair</i>), Elaine Tidwell (ET) (<i>Minutes</i>), Sarah Hancock (SH), Hayley Canham (HC), James Canham (JC), Louise Fewings (LF), Jo Dryden (JD), Becky Vallance (BV), Rosie Foulger (RF) | |
| Apologies: | Claire Page, Jade Hatt | |
| Agenda | | Actions |
| 1 | Carnival Feedback | |
| | <p>KC thanked everyone who helped on carnival night, the children's stall selling cakes, sweets and glow sticks worked well.</p> <p>Unfortunately there was a breakdown in communication as to whether the PTFA were going to use the Church Room. PTFA members did end up serving tea on the night and made use of the Church Room but it was a last minute decision and not very well organised. All agreed that next year this event needs better planning and that we will provide BBQ food regardless of other arrangements made by the Carnvial Committee because a lot of people were approaching PTFA members on the night wanting to buy this from us as they have in previous years.</p> | |
| 2 | Christmas Fayre – Thursday 25th November | |
| 2a | <p>Set Up</p> <p>Stall holders can set up from 5pm, no earlier due to after school clubs. The Fayre will start at 6pm and run until 8pm.</p> <p>Mrs Cook has asked if the PTFA needs any help; KC said that she will ask Mrs Cook to clear the spaces being used as much as possible so we can just come in and set up. HC suggested we also ask if we can use the schools hand sanitising unit which can be placed at the entrance.</p> | <p>KC: Ask Mrs Cook to clear the hall and classrooms of tables/chairs so we have room to set up. Ask if we can use the schools hand sanitising unit to be used at the entrance.</p> <p>ET: Check which stalls we have with Jade and put together a floor plan</p> |
| 2b | <p>Layout / Stalls</p> <p>All agreed to a layout of stalls in the main hall, food/drink in Class 1 and children's activites in Class 2. This includes a one way flow system out through the covered reception area. People can either leave through this exit or walk back in up the stairs. We cannot force people to follow this but we will encourage people to follow this where possible so that we are doing our bit for Covid Safety. ET offered to draw up a floor plan for the evening.</p> | |

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| <p>2c</p> | <p>We will ask people to leave buggies/prams outside is possible. If people cannot manage the steps from the Reception area they will be allowed to walk back through.</p> <p>Jade Hatt has secured 13 stalls so far for the evening and all agreed to cap it at that number so we are not overcrowded on the night. We are charging £5 per stall holder.</p> <p>LF said that we can approach the Methodist Church to borrow their tables for the evening for a donation of £10. The school tables are too low. KC said she would speak to Jade about borrowing the tables, JC offered to transport them in his trailer because they will be heavy.</p> <p>The PTFA will have a table with tea/coffee/mince pies. JD has mini rolls and jaffa cakes left over from the Disco which can be sold. She said she will also contact Ellis Bakery who will hopefully be able to give us a discount on mince pies.</p> <p>Dan Anscomb has very kindly said that he will 'sponsor' our mulled wine sales so that we can use his alcohol license on the night. HC said there is a hot plate at the school which we can use for the mulled wine. SH suggested it might be cheaper to make our own rather than buy it. She agreed to compare prices and let the rest of the PTFA know the price difference before we agree which we should purchase.</p> <p>Members also agreed the PTFA should raffle a Christmas Cake on the night. BV offered to approach Waitrose to ask if they would donate us one to raffle.</p> <p>Children's activities will be set up in Class 2. CP, SH and HC volunteered to make gingerbread men for the children to decorate on the evening. SH agreed to check pricing for icing pens, smarties and sprinkles from Lidl. Gemma Dufty has agreed to run the 'reindeer food' activity with proceeds going to the PTFA.</p> <p>Volunteers</p> <p>Jade Hatt, KC, SH, JC, HC, RF and JD have all volunteered to help set up and be there to run things on the evening.</p> | <p>KC: Speak to Jade about sourcing tables from the Methodist Church</p> <p>JD: Approach Ellis Bakery to ask if they will provide us with discounted Mince Pies</p> <p>SH: Compare price of making mulled wine vs buying it premade. Feedback price difference on the PTFA messenger app</p> <p>BV: Contact Waitrose to ask if they will donate a Xmas Cake</p> <p>SH: Price check icing pens, smarties and sprinkles from Lidl or somewhere cheaper</p> |
| <p>3</p> | <p>Christmas Family Film Night, The Polar Express – Friday 17th December</p> | |
| | <p>Celia Miners has kindly agreed for us to use her venue. HC has a DVD of the film and this is compatible with the equipment.</p> <p>All agreed 5.30pm as a start time.</p> <p>We will charge £3.50 per child with adults admitted free of charge. The cost of a child's ticket would include popcorn and hot chocolate. Additional drinks/popcorn will be 50p each. We will ask people to bring their own mugs to save having to buy disposable cups.</p> | |

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| | <p>Celia has a popcorn machine that we can use, we will need to purchase pre-made popcorn that can just be warmed up.</p> <p>JC suggested we include an intermission half way through the film, we can use this opportunity to sell more drinks and popcorn.</p> <p>If the weather is dry Celia said she can roll out a carpet on the floor for children to sit on and she has patio heaters in the barn. We will ask children to dress warmly and they can come dressed in PJ's and dressing gowns if they wish. We will recommend people bring blankets and cushions for the children to sit on. There should be enough seating for adults.</p> <p>All agreed parents/an adult with parental responsibility must stay with their children for the film.</p> <p>LF, JD, HC, JC, KC and BV agreed to help set up and stay for the evening.</p> <p>We shall advertise this event the Monday after the Xmas Fayre, KC agreed to make a poster.</p> | <p>KC: Make a poster and send to Hannah asking for it to be included in the school newsletter w/c 29th November</p> |
| 4 | CitB – Carols in the Barn | |
| | <p>From 6pm Saturday 11th December Celia Miners has arranged an evening of carols at her venue. She has asked if the PTFA would like to do a 'Sweets and Treats' stall, we would keep any profit made.</p> <p>SH, KC and RF said they would be happy to volunteer for this.</p> <p>It was discussed what we should sell and members agreed on cheesecake, dessert cake and some sweets for the children. KC said she would check with Celia how many people had bought tickets for this event so we can get a rough idea how many desserts to purchase.</p> | <p>KC: Check numbers for this event with Celia and get a price for large wholesale cheesecakes</p> |
| 5 | Wreath Making Workshop | |
| | <p>LF said that she has had 7 people show interest for the workshop so far. She felt it's worth going forward with this event as most people that attended last time were village residents rather than just parents.</p> <p>It would be £20 per person, the price will include some wreath decorations and a cup of mulled wine. The PTFA would supply ribbon, pine cones, dried lemon and orange slices and cinnamon sticks. JD said she can provide ribbon at no cost to the PTFA. SH said she would be able to provide pheasant feathers.</p> <p>Additional drinks on the night would be £1 for tea/coffee and £2.50 for mulled wine.</p> <p>Amy Gilbert has said she is happy to run this event free of charge. LF said she would check whether Amy can provide the willow as she did before.</p> <p>Proposed dates for this event were Monday 6th or 13th December. LF said she would check these dates with Amy and the Church Room as a preferred venue.</p> | <p>JD: Source Ribbon and any other suitable materials</p> <p>LF: Check date with Amy and the Church Rooms. Create a poster to advertise this event when the date is agreed</p> |

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| | <p>When we advertise this we will advise people to book their place quickly as there will be a limit to numbers in the smaller Church Room venue. We will ask for a non-refundable £5 deposit to secure a place.</p> <p>LF said she is happy to help on the night, SH also offered to help on the evening, work schedule permitting.</p> <p>LF said she would make a poster and advertise the event when the date is secured.</p> | |
| 6 | Christmas Hamper | |
| | <p>ET said she should have a copy of the list we used last year to collect Christmas Hamper donations. This can be shared and modified with the group, then we can start asking for donations. JD said she is happy to ask people for donations at the school gates.</p> <p>KC said she would approach Jade at The Okehampton Toy Shop to ask if she is still happy to donate something. SH said she would donate a partridge and/or a pheasant.</p> <p>KC said she would ask Hannah for a list of children so we know how many to start printing tickets for. She will also put together a poster to advertise the hamper and ask Hannah if she will print the tickets and collect the money for us at the school.</p> <p>Tickets can be sent home with children and The Square Shop has also kindly agreed to sell tickets for us. JD will ask Dan if we can sell tickets at The Green Dragon.</p> | <p>ET: Look up hamper list from last year and share with the group.</p> <p>KC: Ask Hannah for a list of children currently attending school and check she is happy to print tickets and collect money. Create a poster to advertise the hamper.</p> <p>Speak to Jade at the Okehampton Toy Shop and ask about a donation.</p> <p>JD: Ask Dan Anscomb whether he can sell tickets for us</p> |
| 7 | AOB | |
| 7a | <p>Christmas Lunch</p> <p>KC said that village resident Bob Page is happy to dress as Santa again for the children's Xmas lunch at school. The Santa costume is in the school attic so it may need a clean to freshen it up. SH offered to clean it if need be. KC said she would check how many children we need to buy a gift for – the PTFA agreed to a bag of chocolate coins for each child. ET said she would compare prices for these and purchase them.</p> | <p>KC: Check numbers attending the school lunch and arrange for Bob Page to receive the costume.</p> <p>ET: Compare prices and purchase chocolate coins</p> |
| 7b | <p>Christmas Tree for the School</p> <p>Jade Hatt said that she is looking into sourcing a tree in time for the Xmas Fayre. RF said that she might be able to get one for free and agreed to talk to Jade before we purchase one.</p> | <p>RF:Talk to Jade before we order a tree and agree where to source one</p> |
| 7c | <p>Christmas Performance</p> <p>The PTFA will provide tea and coffee at the Nativity Play on 14th December at 2pm. SH and KC said that they are happy to volunteer from 1pm onwards. HC said she would be providing cake. JD offered to wash up</p> | |

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| <p>7d</p> | <p>cups afterwards to save money on purchasing disposable cups.</p> <p>PTFA Admin</p> <p>HC brought to the meeting copies of a constitution template. She advised the group that we need to have a written constitution so that we are covered legally in case we are audited.</p> <p>All agreed to take a copy of the constitution, read it at home and bring suggestions on how we can edit it to meet our needs as a PTFA to our next meeting in January.</p> <p>HC said that we need to agree on a minimum number of members that would be needed to vote at a meeting in order to approve funding requests. All funding requests from now on must go through the PTFA email so that we have a copy in writing. If the request is not emailed then it will not be considered or approved.</p> <p>KC and Jade Hatt currently have access to the PTFA email and are checking it regularly.</p> <p>It was also suggested we have 'vice' or 'sub' roles for each job. This would mean we would have a chair and vice chair, a treasurer and vice treasurer. This would mean we would hopefully always have someone present at meeting's with relevant information in case of sickness etc. These roles can be voted for in our January meeting.</p> <p>HC stressed the importance of making sure all of our meetings and PTFA discussions are clear in case of being audited. All requests, decisions and plans must be made as a group and not as private side discussions amongst PTFA members.</p> <p>Members were also unsure whether we need to have the PTFA registered with HMRC, so this needs to be investigated.</p> <p>KC also requested messages posted on the PTFA messenger chat must strictly be for PTFA matters only. The time for posting on this chat will be limited from 8am to 6pm to save people being disturbed in the evening. KC said if the matter is urgent people are welcome to message her directly. ET pointed out that too much was being discussed and organised at the last minute on the messenger chat which is causing a breakdown in communication. As much as possible things need to be discussed and details ironed out in meetings.</p> <p>It was suggested that the PTFA set up our own Facebook page so that events can be advertised on there directly and people can contact the PTFA through that if they wish to get in touch. This can be organised in January.</p> | <p>HC: Provide each PTFA member with a constitution template</p> <p>NOTE: Agenda item at next meeting</p> <p>ET: Ask Jade to look into our status with HMRC and check whether we should be declaring our earnings</p> |
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| 7e | <p>Easyfundraising KC said that she needs the PTFA account details so that it can be linked to the Easyfundraising account. People are using this already so we need to transfer some money over.</p> <p>ET said she would ask Hannah to re-advertise the Easyfundraising link in the school newsletter along with a calander of dates for PTFA events.</p> | <p>KC: Ask Jade for account details and update the Easyfundraising account</p> <p>ET: Ask Hannah to re-advertise Easyfundraising and put together an events calander</p> |
| <p>Time Meeting Concluded: 9.15pm</p> | | |
| <p>Date of Next Meeting: January 2022</p> | | |