

Northlew PTFA Meeting

Date:	Friday 14 th October 2022	Location:-
Time:	14:00:00	Northlew Methodist Church Meeting Room
Attendees:	Hayley Canham (HC) (<i>New Chair</i>), Elaine Tidwell (ET) (<i>Secretary</i>), Jo Dryden (JD) (<i>Vice Treasurer</i>), James Canham (JC), Becky Davey (BD), Becky Vallance (BV) – <i>Joined the Meeting at 2.30pm</i> , Claire Page (CP) Katherine Cole (KC), Sarah Hancock (SH) - <i>Joined the meeting at 2.35pm</i>	
Apologies:	Jade Hatt	
Agenda		Actions
1	Welcome	
	A warm welcome was extended to Becky Davey who has agreed to join the PTFA.	
2	Approval of Minutes from the Previous Meeting	
	The minutes were approved and signed.	
3	PTFA Bank Account	
3a	Registered Signatories for the PTFA Bank Account This agenda item was postponed until the next meeting when Jade Hatt can attend.	ACTION: Agenda item for next meeting.
3b	Charity Account Status JD relayed from Jade that Parentkind has advised that we should apply for charity status in January. We need to open a charity bank account before we make our application. JD has looked into this and an application can be made online with Lloyds Bank. The name on the bank account needs to match the one we have registered with Parentkind.	JD: Liase with Jade and open a bank account.
4	Carnival Arrangements – Friday 4th November	
	There is no fancy dress competition to be held in the Victory Hall organised by the Carnival Committee this year, they are instead offering prizes for the 'Brightest Person'. The PTFA will consider holding some form of fancy dress competition next year. HC has booked the Church Rooms next to the village shop for PTFA use, the cost is £10. The Green Dragon has arranged for a hog roast, so a discussion was held	

	<p>on whether the PTFA should do a BBQ as we have done in previous years.</p> <p>It was agreed that we should offer baked potatoes with beans and cheese or chilli to be served from the Church Rooms. We will also provide tea/coffee/hot chocolate as well as cold drinks, sweets and cakes. JD said she would check what the PTFA already have before we purchase anything. We shall ask parents for cake donations. CP offered to source and donate cupcakes.</p> <p>JC, HC, CP, ET, BV and BD are available to volunteer for the evening.</p> <p>HC asked CP about the risk assessment sheets and the first aid kit which we will need for the evening. CP confirmed that she had them, ET offered to store them on behalf of the PTFA.</p> <p>JD said she would speak to Jade about whether we could borrow a BBQ because the PTFA one is no longer usable. We will need to purchase a replacement.</p> <p>NB Following the meeting Jade had a discussion with JD and raised the valid point that we don't want to be seen as competing with the pub in serving hot BBQ type food. ET suggested offering cheap frankfurter type hotdogs that could simply be heated in a saucepan in the church rooms alongside the baked potatoes. These would appeal to the children as a cheaper food option. All food the PTFA will be providing will be served inside the church rooms with seating made available. ET informed Gemma Dufty via messenger of what the PTFA will be providing on Carnival night.</p>	<p>JD: Check what supplies we have and feedback at the next meeting before we arrange purchasing items.</p> <p>ET: Ask Hannah to put a request out for cake donations on Monday 31st when the children return from half term break.</p> <p>CP: Bring the safety risk assessment sheets and first aid kit to the next meeting for ET.</p> <p>JD: Discuss BBQ with Jade.</p>
5	Christmas Fayre – Friday 18th November, 5pm-9pm	
5a	<p>Tables Booked We have 11 tables booked so far, 1 awaiting confirmation. There is capacity for 21 tables in total. We need to try and fill some more spots.</p>	<p>HC: Confirm whether Ros Smith would like a table.</p>
5b	<p>Food Provision JD attended the most recent Parish Hall Committee meeting on behalf of the PTFA and questioned the price for hiring the hall and kitchen as it is quite a bit more expensive than other village halls in the area. The Parish Council said that we could use the serving hatch and the urn at a cost of £10. Following the meeting a very kind anonymous donar covered this cost for the PTFA, so we</p>	

<p>5c</p>	<p>can use the hatch and urn free of charge for the evening. We will need to provide our own cups. Jade said she would be happy to do a BBQ, but location is an issue as it cannot be located at the front of the hall. The BBQ could possibly be held in the rear courtyard but we would need to hire the back room at a cost of £3 an hour. All agreed to hire the back room so we could alternatively provide jacket potatoes and seating for people in that room along with hot drinks. If we were to have a BBQ in the rear courtyard we would need to have a gazebo. We are still waiting for Dan Anscombe to re-imburse us for the cost of the PTFA gazebo that was destroyed in a storm. JD said that she had contacted Dan about this previously and would email him again to remind him. Final food arrangements can be discussed and agreed upon at the next meeting.</p> <p>HC asked CP whether Tarpaflex were willing to donate a gazebo as mentioned at a previous meeting. CP confirmed that yes, one can be donated but it will solely be for the use of the PTFA - it must not be loaned to anyone else and it must be stored securely. JC offered to collect and store it on behalf of the PTFA.</p> <p>PTFA Helpers CP, BV, KC, HC, JD and JC are available to help on the night. A discussion will be held at the next meeting on what activites the PTFA will offer for the children depending on numbers available to help.</p>	<p>JD: Contact Dan Anscombe to remind him about the gazebo.</p> <p>ACTION: Further discussion of food arrangements to be held at the next meeting.</p> <p>CP: Arrange collection of the gazbo with JC.</p> <p>ACTION: Discuss at the next meeting.</p>
<p>6</p>	<p>Christmas Plans</p>	
<p>6a</p> <p>6b</p>	<p>Xmas Hamper CP confirmed that Tarpaflex are very kindly donating a hamper to the PTFA. The hamper will be displayed at the Christmas Fayre and raffled off at the Primary School Nativity. The PTFA will also ask for additional donations of food and drink from parents.</p> <p>Raffle Prizes KC has secured a fantastic list of prizes given by local businesses:</p> <ul style="list-style-type: none"> • Merlin Cinema - 2 x guest passes • The Waie Inn - Family Waie to Play admission • Clip n Climb – 2 x climbing sessions • Castle Drogo - Family Ticket • Rosemoor Gardens - Family Ticket 	

	<ul style="list-style-type: none"> • The Toy Shop Okehampton – a game • Koast- £15 voucher • Zeals - scarf & socks • Occasions - money pot • Chilli Babi - 3 x kids knitted hats • I bounce – 1 x free bounce • Love Brownies – donation TBC <p>We will ask Hannah to advertise this list in the school newsletter and JD will advertise it on the PTFA FB page. KC said on the FB page it would be good to make the name of each business a hyperlink that would enable people to click the link to the corresponding business webpage.</p>	<p>ET: Ask Hannah to advertise the raffle prizes in the school newsletter.</p> <p>JD: Advertise the prizes on the FB page and include hyperlinks.</p>
7	AOB	
7a	<p>PTFA Email Address The new address is ptfa@northlewprimary.org The Chair and the Secretary currently have access to it. All PTFA communication is now to go through this email. When HC has notified everyone of the change in address, in particular the Village Shop and the Parish Clerk, she will liase with Louise Fewings to shut down the old email account.</p> <p>During the meeting SH updated the EasyFundraiser account so that it will now send communications to the new email address.</p>	<p>HC: Notify contacts of the change of address then close the previous email account.</p>
7b	<p>Celia's Carols in the Barn - 3rd December Celia Miners has asked the PTFA to provide food and an activity for children at this community event. SH suggested the PTFA might be able to offer pick 'n' mix sweets. We can sell cakes and biscuits as well as sweets. HC suggested that we offer 'guess the weight of the cake'. BV was asked to see if we can get a Christmas Cake donated for this. ET suggested having a table with colouring and stickers as it is a cheap and easy activity for the PTFA to provide.</p>	<p>HC: Inform Celia that the PTFA will be selling cake and sweets as well as providing a craft activity for the children and guess the weight of the cake.</p> <p>BV: Source a donated Xmas Cake.</p>
7c	<p>Outstanding Invoices The School have notified the PTFA that there are potentially outstanding invoices that need to be paid. JD said that Jade has been informed that the leavers hoodies have indeed been paid for and she is awaiting email confirmation of this. The PTFA had not been sent an invoice for the school trip to see Gangster Granny, so it has not yet been paid for. JD said she would talk to Jade about chasing this</p>	<p>JD: Liase with Jade and</p>

	<p>up. HC said she would double check the old email address to make sure that we weren't sent an invoice. All future invoices must be sent as an attachment to the new PTFA email address.</p> <p>The school is planning a trip to see Robin Hood in December and had notified parents that the PTFA had offered to pay towards the cost of this trip. This was based on a previous offer made by the PTFA to pay towards a theatre trip that was then cancelled due to Covid. HC said that she had asked Mrs Cook to please give us an up to date request in future through the PTFA email because we did not have that money allocated in this years budget.</p> <p>The PTFA agreed to make a donation towards the trip but a request must be sent through the PTFA email with details of how much it will cost. We will pay for the trip when the invoice has been sent to the PTFA email.</p>	<p>HC to ensure the Ganster Granny invoice has been received and paid for.</p> <p>ET: Ask Hannah to send through a formal request for funding.</p>
<p>Time Meeting Concluded: 3.30pm</p>		
<p>Next Meeting: Friday 21st October, 2.30pm</p>		