

MINUTES

Hatherleigh PTFA Meeting

12th January 2026 | 19:00

In Attendance

Michelle Farrelly, Sam Hill, Linda King, Steph Letheren, Kariss Madders, Alan Monger, Amy Phillips, Jemima Powlesland, Gemma Ruff, Clare Simmons, Kate Sluggett, Sarah Squires, Ruth Tagg, Natalie Wonnacott

Apologies

Hayley Gent, Kristie Bolt

Welcome

- SL welcomed all

Minutes from Prior Meeting

- Minutes from reviewed & approved

Chair's Report

- SL thanked all for support of Autumn term events and in particular Jem, Jane & Linda for organising Pantomime and Nat & Jane for wreath night
 - Halloween Disco – raised £633
 - Wreath Night – raised £585
 - Pantomime – cost of £3,316 – AM thanked on behalf of school for a great event
 - Christmas Fayre – raised £745 – all were happy with after school format
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Treasurer's Report

- Today's balances
 - Current Account: £3,921.30
 - Reserve Account: £3,561.37
- Bills paid: 2026 Insurance (£171), Elf Workshop (£253.40)
- Income received: Christmas Cards (£299.80), Coop (£20) – SL to look into

Upcoming Events

- **Valentines Disco (12/2/26)**
 - Concern raised at lack of volunteers to support
 - Group estimated that at least 6 required for a safe and successful event

- So far can only guarantee GR, CS, SH
- SL to setup new poll to determine current numbers of potential volunteers
- **Easter event**
 - Group considered running Easter Fun Night (in place of Festive Fun Night)
 - Concerns voiced around volunteer support and potential uptake given change of date
 - Suggestion to run Easter Bake Sale directly after school on last day of term instead
 - Group in favour of bake sale- planned for Thursday 2nd April, end of school day
- **May Ball (9/5/26)**
 - **Hall** booked, **marquee** booked, **music** booked (band)
 - **Catering** confirmed, not yet booked – Devon Food Company
 - **Ticketing** – group favouring Ticket Tailor (online purchase / tracking system), with focus on selling tables rather than individual seats
 - **Poster** – as details yet to be finalised (ticketing etc.), request for Save the Date to be sent out soon, with full details on poster once confirmed – CS to create simplified Save the Date
 - **Auction** – group keen to run silent auction as main source of fundraising, but want to move away from online platform given the time and effort involved in updating online catalogue. Preference to revert to in-person auction
 - Discussion around **alcohol sales** as fundraiser with ideas including jelly shots, Pimms as welcome drink, wine boxes, custom cocktails
 - Request for **corkage charges and bar prices to be confirmed** with community centre
 - **Cheese plates** – JP wondered if anyone had contact, Arla (North Tawton) suggested as potential donor
- **150 Year Commemoration** (event to be held 20/6/26)
 - **Celebration event:** Open school, slide shows, art exhibition, raffle, refreshments (afternoon tea), Summer Fayre activities (games etc.), Soak the Teacher
 - **Event invitations**
 - SL suggested it would be nice for children to write letters to invite local dignitaries, AM in agreement
 - More general ‘open invitation’ to be published in Parish Pump, included in AM letter in Pump, leaflet dropped around Hatherleigh (potentially included as insert in Pump? TBD)
 - **Book** – AM advised that Egan family have pledged a contribution of £1000 towards publication of the book, group expressed gratitude
 - Michael Morpurgo has advised that he would like to contribute / participate in some way towards celebration – manner to be determined
 - **Next meeting** was to be 14/1/26, rescheduled to **22/1/26**

Matters Arising

- **Year 6 Hoodies**
 - SL/SS requested that children be allowed to try on hoodies for sizing during lesson time, AM in agreement. SS to arrange with LB & HL

- Plan to submit order ahead of half term, hoodies to be back ahead of easter holidays
- 3 Donkeys handling design / print, SS / CS / GR coordinating on behalf of PTFA
- **Library Shelving**
 - Funded and to be installed by Phillips family – thanks expressed by school & PTFA
- **Amazon Wishlist**
 - SL shared that the process is working well with items being purchased for school
 - AM indicated that he will be discussing with staff to make sure that all are aware and use, and that use is appropriate and balanced
 - LK keen that options for reusing / recycling are considered prior to purchasing new items where possible – e.g. toys, furniture. Suggested requests are sent out to parents or use made of Facebook Marketplace / groups where possible – group in agreement and AM supportive
 - NW concerned that we need to be careful not to ask too much of parents and the community – do not wish to reduce attendance at / support of events
 - Group would prefer to host wishlist outside of Amazon if possible, and have focus on buying locally where this is an option
- **School needs / requests**
 - Request form
 - PTFA have received several requests for funding from school staff outside of the usual PTFA meeting structure which have not permitted adequate time for group to discuss and weigh against other funding needs
 - PTFA would like to revert to system of school using a form to submit funding requests to PTFA, which are approved by AM to ensure alignment with school priorities & needs. Requests will then be discussed at next PTFA meeting and decision made regarding funding
 - AM in agreement and will review draft form supplied by SL

School Topics

- AM thanked PTFA on behalf of school for the pantomime trip – great success!

Any Other Business

- Mondays are a challenge for the full group to attend, SL proposed considering a change of day
- Group suggested alternating between two days to allow maximum number of attendees

Date for Next Meeting

Thursday 12th March, 6pm (please note new day and time)

Close
