

MINUTES

Hatherleigh PTFA Meeting

13th October 2025 | 6:00pm

In Attendance

Kirstie Bolt, Hayley Gent, Linda King, Alan Monger, Amy Phillips, Jemima Powlesland, Gemma Ruff, Clare Simmons, Kate Sluggett, Sarah Squires, Ruth Tagg, Natalie Wonnacott

Apologies

Michelle Farrelly, Sam Hill, Steph Letheren, Kariss Madders, Jane Rice

Welcome

- GR welcomed all, especially new members

Minutes from Prior Meeting

- Minutes from reviewed & approved

Chair's Report

- GR shared apology from SL for absence, and passed on her thanks for support of team
- GR thanked members for volunteering for the Whole School Walk, and for assistance getting school Christmas Cards prepared and submitted. Reminder that Christmas Card orders are due Friday 17th October

Treasurer's Report

- Today's balances
 - Current Account: £3,904.97
 - Reserve Account: £3,552.66
- No income since last meeting (no fundraisers held)
- Only known outstanding payables:
 - Numbots annual subscription - £244.55
 - Bus to pantomime – amount to be confirmed closer to time (sufficient funds in place)

Matters Arising / Upcoming Events

- **Halloween Disco** (24/10/25, 3:30-5:30pm)
 - Setup volunteers: GR, CS, SS
 - Event volunteers: GR, CS, NW, JP, KM, KB (potentially DP & JR for tuck shop)
 - NW sourcing fruit shoots (unable to sell fizzy drinks)
 - Music – using KM speaker
 - Lights – GR, JP to bring disco lights

- Group in favour of 'Best Costume' competition – CS to source prizes for KS1 & KS2
- **Halloween Treasure Hunt / Murder Mystery Trail (Half Term)**
 - SS has created 21 clues & posters to distribute around town
 - Requested assistance identifying / requesting poster locations – group will support
 - Map of clue locations to be finalised once poster locations confirmed
 - KS has made coffin postbox – to be located in PO
 - Group approved purchase of sweets from PO to giveaway when completed trail maps are returned
 - Start date – 25th October
 - Request for group to share details to encourage participation
- **Wreath Night (28/11/25, 7:30pm)**
 - NW & JR meeting this week to plan
 - Considering purchasing pre-mossed or oasis rings
 - HG volunteered to ask MIL if she could assist
- **School Pantomime Trip – Wednesday 3rd December, afternoon**
 - Need to confirm number of volunteers – JP to send around a poll
- **Christmas Fayre (5/12/25, after school)**
 - Activities: Hampers, chocolate game, bottle tombola, refreshments
 - Playground if possible, dining hall if wet
 - Fundraiser proposal (SL): £2 per square / £100 board (winner gets £50, PTFA gets £50 – JP advised talking to JR)
- **Festive Fun Night (11/12/25)**
 - Group confirmed intent to proceed with pared down event running directly after school until approx. 5:30 (no dinner provided)
 - Suggested activities – short movie, Christmas crafts (decorate ornament, cookies, paper chain making)
 - Booking & payment to take place at school gate in person (no refunds), paying via cash or card (no school gateway or school office involvement)
 - Need to confirm volunteers – LK unable to make it
- **PTFA Ball (9/5/26)**
 - Catering – group favoured simple/elegant buffet style after discussion, LB & Wayne Pearson may be option to cater
 - Struggling to find suitable band with availability – JP requested ideas
 - Would ideally like short band set, then move on to DJ, but not preferred arrangement for bands apparently
 - Ticket pricing - group happy to stay at £45 (same as 2 years ago). RT suggested early bird pricing option of £45, rising to £50 – group in favour

- Marquee – JP shared that pricing almost double from 2 years ago. Group discussed various suppliers, decided to use same supplier as last time – great result & familiarity with venue
 - Silent Auction – to reduce prep needed, consider going back to ‘in person’ silent auction – final arrangements TBD
 - Group decided to proceed with event, JP to book marquee, CS to create Save the Date
 - Ticket pricing – thoughts
 - Volunteers for sub-committee
 - Tie in theme with 150th anniversary?
- **Grow £5**
 - KM had requested group vote on whether to hold challenge in ‘25-’26 academic year
 - AM indicated school in favour of running again
 - Others in group shared that their children had enjoyed event, amazing funds raised and great learning experiences
 - Group in favour of running in ‘25-’26, ensuring accessible for all and clarity around intent
 - AM & KM to meet to discuss dates (with goal of ‘final sale’ at 150 yr celebration event on 20th June 2026)
- **150yr Anniversary Celebrations**
 - Commemorative Book
 - SS shared draft outline for page ideas – group thanked SS for work to date, agreed with proposed topics and plan to fallback on current & photo-based content if donated materials were thin on the ground
 - Quote received: For 250 copies of 100 page book - £1,500
 - SS queried group preference / ideas for funding. Ideas shared and discussed:
 - Source multiple local business sponsors to purchase small adverts (as in carnival program) – LK volunteered that she could assist, others in group offered to contact small businesses connected with their family/friends
 - Consider single main sponsor (local company, family)
 - Hold fundraising event(s) specifically for book
 - Initial proposal was single book per child at school – KS suggested perhaps book per family (if multiple children at school)
 - Celebration Day (20/6/26)
 - CS gave brief overview of plan for day, combining summer fair with 150yr celebration to maximise attendance and community participation
 - Discussed inviting individuals in community as well as local dignitaries, with children crafting invitations (with assistance)
 - LK shared that children are already learning ‘school song’ to perform on the day

School Topics

- PTFA volunteers requested for school open days (serve refreshments and talk to prospective parents). CS to send around poll / signup tracker. Dates:

- Tuesday 18th November, 10am-12pm
- Wednesday 19th November, 6pm-8pm
- Thursday 20th November, 1:40pm-3pm
- Saturday 22nd November, 9am-12pm
- AM shared that school has learnt it will incur unplanned for expense to migrate and potentially upgrade school website later in the academic year. Cost is unavoidable due to website company being taken over and resulting need to migrate web platforms. School exploring options to ensure most effective and least burdensome migration and upgrade, but as expense is not in budget, school may well approach PTFA for assistance with expense. Cost estimates range from £800 - £2000. RT volunteered that her husband may be able to assist with decisions around different options as he works in field

Date for Next Meeting

Monday 24th November, 6:15pm (please note new start time)

Close
