

# MINUTES

## Hatherleigh PTFA Meeting

19<sup>th</sup> May 2025 | 7:30pm

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### In Attendance

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Linda King, Steph Letheren, Kariss Madders, Alan Monger, Gemma Ruff, Clare Simmons, Sarah Squires, Natalie Wonnacott

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### Apologies

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Michelle Farrelly, Taryn Farrelly, Kelly Friggens, Sam Hill, Jemima Powlesland, Jane Rice

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### Minutes from Prior Meeting

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- Minutes from prior meeting were reviewed and approved

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### Chair's Report

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- Science Dome successful event, suggest repeating in 4-5 years
- Scootering Day successful event, again suggest repeating in 4-5 years
- AM agreed, had received great feedback from children on both events

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### Treasurer's Report

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- Current Account balance £9,836.25. Reserve Account balance £3,536.63
- Grow £5 starter funds paid out, approx. £500 remaining from initial sponsorship funds
- Designated expenses:
  - £360 + VAT for Skateboard / Scootering Day (yet to receive invoice)
  - £5k for school fence

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### Matters Arising / Upcoming Events

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- **Maintenance Day** (29<sup>th</sup> March)
  - Successful day with lots achieved. Thanks noted for all volunteers on the day, especially the contingent from Hatherleigh Rotary Club
  - 33 volunteers attended – great turnout, though even more would have been helpful. As weather was favourable, focus was on outdoor areas including garden, woodland area seating
  - SL, SS, MF, SH, KS completed prep and painting of indoor of Morgan Hall at later date with support gratefully received from Oly Squires and Beth Goddall
  - Many maintenance jobs remain outstanding including decking outside Year 1 classroom. Materials for deck have been donated by Cladco but need accredited installer (JR has contacted Martin Cole). May be able to take delivery of materials ahead of installation if weatherproof (TBC)

- **Grow £5**
  - KM advised that 35 children applied (1/3 of possible total) – group noted that this was a good response for first year of program
  - KM described planned prizes including those for most funds raised overall, prizes per class, and recognition for those who participated
  - GR asked if there was a way for money raised to be included as part of prize. KM agreed and responded that has been considering how to implement simply and fairly. KM & SS to brainstorm ideas on how to implement
  
- **Quiz & Fizz (13<sup>th</sup> June)**
  - NW and LB coordinating
  - 7 teams entered to date, space for 2 more (post meeting update – now fully booked). TENS license yet to be applied for, in hand, will apply concurrently with that for summer fayre
  - Assistance with setup requested
  - Will send out request for raffle prizes
  - Assistance with bar requested – SL, CS, GR to assist (potentially also JM & Nellie)
  
- **Sports Day**
  - SL proposed same refreshment offering as last year: bacon rolls, cake, ice lollies (if hot weather), all agreed
  - Baps to be ordered from Coop
  - Bacon (4 packs) – KM / SL to compare costings of Edwards vs. B&M Meats, KM to order.
  - SL to create sign-up rota for volunteers on the day (await final timetable of events from school)
  
- **Summer Fayre**
  - Group agreed to proceed without particular theme
  - AM reminded group that full school-initiated DBS checks were required for those who worked on site ahead of end of school.
  - Proposed stalls: Grow £5, class stalls, coconut shy (SS reminded group that we need new coconuts), hair glitter etc., popcorn & sweets, chocolate tombola, bottle stall, colour-themed hampers, Madewell ponies (would need to be free, as PTFA cannot pay for use), splat the rat
  - BBQ – gas BBQ to be used if possible (football club to be asked if PTFA can borrow theirs)
  
- **Teddy Bear's Picnic**
  - 10th July, 2:30 setup for 2:45 start. Expecting 22 children.
  - GR volunteered to assist
  
- **Pantomime Visit**
  - LK & JP have been investigating options. Northcott Theatre looks to be most promising – Jack & The Beanstalk is pantomime for this year
  - Date: Wednesday December 3rd, 1pm
  - Pricing: £12 / ticket (with every 11th ticket free), or earlybird £11 / ticket (with every 11th free)
  - To be determined:
    - Lunch – would be too early to eat at school, need to determine if theatre or university campus has indoor place children could eat packed lunches
    - Transport – need to get detailed costings for coach

- Payments: Proposal to ask parents for donation towards trip. AM stressed that school cannot cover any shortfall and that PTFA would have to be prepared to cover if necessary
  - Chaperoning: AM stated that school would need assistance with chaperoning on the day and that PTFA assistance would be appreciated
- **Second Hand Uniform**
  - SS tendered resignation from second hand uniform role. Proposed that stock level be whittled down (extras perhaps sent to Merry Go Round, North Tawton?), and smaller amount be kept in disabled toilet at school for addressing immediate needs. Indicated that occasional PTFA help with sorting etc. would be required
  - PTFA thanked SS for her hard work & diligence in promoting second hand uniform
  - AM echoed these thanks on school's behalf
- **Fundraising**
  - **£100 club:** SL: had considered proposing as funding source, but on reflection this method of fundraising is already used in town (football club, cricket club), so idea was shelved

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## School Topics

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- **iPad**
  - Teaching staff have asked if PTFA could fund a new iPad to enable easier uploading of photographs to school website
  - Current iPad is outdated and too slow, and issues directly images to correct google drive location on newer devices have been encountered
  - SS offered that OS visit school to assess needs and recommend best solution, including troubleshooting of existing devices and configuration first, to see if there is an easy fix
- **Literacy Tree**
  - AM requested PTFA renew annual subscription of approx. 1,000 to Literacy Tree (curriculum support) as this has been very valuable to the teaching staff and children, and subscription would not proceed if PTFA cannot support
  - AM requested that this support be on an ongoing basis (in same manner as Times Table Rock Stars)
  - PTFA group in agreement to support this subscription, and will add to tally of annual expenses
- **Art Exhibition**
  - AM shared that an exhibition of children's artwork will take place in school on 24th June, 2-6pm
  - Requested that PTFA fund refreshments and assistance to serve same
  - SL to create sign-up poll to determine group availability

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## Any Other Business

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- **Card Payment System**
  - Difficulties using card payment system as it had been inadvertently logged out. NW & SL to note wifi code and login details to base of device for future use
- **Madewell Ponies**
  - Madewell have asked if they could bring therapy ponies into school for charge of 1 / child
  - NW noted that as a charity, the PTFA cannot pay Madewell due to its charitable status

- Group were in agreement
  
- **Rotary Club Fun Day**
  - MC of Rotary Club sent apologies as unable to attend meeting. Has requested separate discussion between PTFA & Rotary members to firm up details of event
  - SS volunteered to attend meeting with MC (CS/SL/SS to arrange timing)
  - Group requested that following topics be raised: plan for wet weather, toilets, access to electricity, number of PTFA volunteers needed, TENS license (PTFA likely unable to apply for TENS license as will have reached quota for the year (need to reserve for planned Christmas events and 2026 spring ball))
  
- **Halloween Event**
  - SS raised idea of Trunk or Treat event on behalf of a parent
  - AM concerned about having school open for evening Halloween event
  - Group also wondered about potential to raise funds from event
  - Group determined to proceed with Halloween Disco on 24<sup>th</sup> October, using usual procedure
  - Action: SS to book Community Centre from 2:30pm, with event to start straight after school
  - All are requested to bring along own cleaning equipment for post-event clean-up

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### Date for Next Meeting

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Next meeting: Monday 16<sup>th</sup> June 2025, 7:30pm

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Close

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