

# MINUTES

## Hatherleigh PTFA Meeting

21<sup>st</sup> October 2024 | 7:30pm

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### In Attendance

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Steph Letheren, Gemma Ruff, Sarah Squires, Kariss Madders, Michelle Farrelly, Clare Simmons, Alan Monger

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### Apologies

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Natalie Wonnacott, Sam Hill, Jemima Powlesland, Kelly Friggens, Nicola Jones, Jane Rice, Linda King, Taryn Farrelly, Dani & Martin Baily

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### Minutes from Prior Meeting

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- Minutes from two prior meetings were reviewed and approved
- Question raised re. posting minutes on school website. AM indicated that committee should talk to Jane Rice regarding website access for CS and SL

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### Chair's Report

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- Nothing to report other than what is covered elsewhere

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### Treasurer's Report

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Bank balance generally unchanged at £10,038.85 (half of which is designated for school fence). Reserve sits at £3509.93.

AM asked about £1,000 from PTFA for curriculum needs – to be discussed in School Topics section of meeting

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### Matters Arising / Upcoming Events

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- New School Year Social (4/10/24)
  - Viewed to be successful event, attracted mostly new parents
  - Thanks to KM and SS for arranging venue & creating poster
  - Agreed to run again next year and consider how to attract broader spread of parents across years
- Halloween Disco (25/10/24, 4pm-6pm)
  - KM confirmed speaker available – thanks to Evie Madders
  - Hall hired from 2-7pm (bar open 4-6pm). Team arriving around 2pm for setup
  - SS to arrange music playlist
  - GR to create sign-in sheets
  - CS to source prizes for best costume. AM agreed to judge costumes / award prizes
- Open Days (19/20/21/23 September 2024)

- AM requested PTFA assistance hosting potential families at upcoming open days
- 19<sup>th</sup> – CS, 20<sup>th</sup> – GR & SL, 21<sup>st</sup> – NW & JP, 23<sup>rd</sup> – SS & SL
- CS to laminate posters
- AM requested assistance promoting the open days (local businesses etc.)
  
- Wreath Night (29/11/24)
  - NW organising – TENS license in-hand
  - KM offered urn for mulled wine if needed
  
- Christmas Fayre (6/12/24)
  - Donations required: bottles, chocolate, festive food
  - Agreed no outside vendor stalls this year; focus instead on games
  - MF offered range of fairground games for use, shared that Men In Sheds (Okehampton) have more that could be used, and a minibus that could likely deliver them to the school
    - MF to share list of games available with WhatsApp group and coordinate with SS to determines games needed for fayre
  - CS to source hot chocolate and mince pies
  
- Festive Fun Night (12/12/24)
  - Details to be discussed at next meeting
  
- Round Table Santa Event (13/12/24)
  - Timing: 5:45 until likely around 8pm
  - Need 4 volunteers each for Moor View and old town
    - LK, SL, SS confirmed so far
  
- Grants
  - SS gave overview of research so far on potentially suitable grants. MF offered that she has experience writing grants and would be happy to help identify suitable grants that could be applied for. Grants mentioned included:
    - Stem Week
    - Tesco Stronger Starts
    - Balsdon Trust
    - National Lottery (for larger grants)
    - Coop Fund (when open again)
    - Devon Community Fund
  - Discussed whether PTFA could contact local companies / organisations to help support implementation of grants or perhaps provide materials. Mentioned: Rotary Club, Wickes, B&Q
  - AM was asked to identify school needs so that suitable grants could be identified. Main needs described are in maintenance and repair of school premises – painting (exterior and interior), window frames. Another specific need mentioned was perhaps a washing machine / tumble dryer for the school for washing of pupil clothes
    - Group discussed potential for working parties to tackle repair / maintenance tasks – (painting party, group to maintain woodland area and clear pathways etc.) – PTFA to investigate if a semi-regular group could be arranged, seeking parent volunteers, with refreshments provided by PTFA
  - Next step agreed as meeting between AM and SS/MF to shortlist potential grants targeting school needs. SS/MF to schedule when ready

- Science Dome (28/3/25)
  - Science Dome company and community centre booked
  - Science Dome company to contact STEM lead at school to review program options and finalise content. Working basis is 1 hour slot per age group, up to 60 children per session
  - PTFA volunteers needed to assist with walking children to and from community centre – SL, GR, SS volunteered
  
- Second Hand Uniform
  - Raised £16 at last Repair Café
  - Next events – Halloween Disco, November Repair Café
  
- Bags 2 School
  - Discussed if / when next Bags 2 School collection might be
  - Concerns raised:
    - Price paid by organisation has decreased, and has not been as advertised for other PTFAs– agreed that if we run another Bags 2 School, need to have agreement of price in writing
    - Final destination of items donated which cannot be recycled by Bags 2 School – SS to investigate B2S organisation policies
  - KM volunteered to contact alternative company ‘Little Recyclers’ to see if this might be another option to consider
  
- School Topics
  - AM shared that the whole school walk was a great success, and thanked PTFA for assistance on the day. Next walk scheduled for 26/9/25.
  - Moor Management donation of £5k for school fence confirmed, on basis that they are matching funding sourced from PTFA
  - AM queried funding for Literacy Tree (curriculum support) – SL to look into what had been previously agreed for this
  - AM confirmed that the signatories on the PTFA bank account have been changed to reflect new PTFA committee members

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### Any Other Business

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Nothing raised

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### Date for Next Meeting

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Next meeting: Monday 18<sup>th</sup> November 2024, 7:30pm

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Close

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