

Newton Poppleford School Association (PTFA)

Committee Meeting Minutes – Virtual meeting via WhatsApp

Autumn term, 1st half term, Sep-Oct 2020

Attendees: Tilli Beglin (Chair), Katy Evans (Secretary), Jon Leeson-Kings (Treasurer), Teri Murphy

Welcome

We are unable to meet in person due to government restrictions during the Covid-19 pandemic, this WhatsApp group will serve as a virtual committee meeting in the meantime.

Virtual PTFA meeting

Agreed to set up a virtual PTFA meeting via WhatsApp, inviting anyone to attend, as per a normal meeting.

Cake sales

Agreed with the school that there is no way to run cake sales in a Covid-safe way, even within bubbles food sharing is prohibited, cake sales will be postponed until further notice.

Terracycle

Becky Turner has reopened the Terracycle crisp packet recycling scheme. Last year collections have totalled over 50 kilos, which equates to £50, money transferred to PTFA bank account.

Giving Machine

The wording on the Giving Machine webpage is out of date, needs updating. [Action Jon](#)

Gazebo

Confirmed that the new PTFA gazebo was delivered to the school prior to lockdown, it is stored in an outbuilding and will need to come out before the Bag2school collection.

School lottery

Agreed that launching a school lottery is an effective Covid-secure fundraiser, chose Your School Lottery to administer the lottery, confirmed our local authority lottery licence is still valid. First lottery draw will be 7th November 2020. 40p from every £1 goes to the PTFA, if we sell 50 tickets a week, the PTFA can expect to earn £1,000 in a year.

Bag2School

Agreed to run a Bag2 School collection again, this event in 2019 raised £235 and is a Covid-safe fundraiser. Collection booked for May was cancelled due to lockdown and school closure. Booked for 25th November, will still go ahead during a lockdown, but not if school is closed.

Christmas cards

This idea was floated last year but postponed as too close to Christmas. Chose Class Fundraising to administer and art pack ordered. Jody Hall will coordinate in school.

Allotment

This project can be completed with the purchase of fruit trees, a polytunnel, weed control fabric, gravel board and storage boxes. We have received donated paving slabs from a member of the local community and woodchip from Rowse tree surgeons. Agreed to spend a further £300-500 on materials and arrange next working party. Spent £314.

Far field permanent shelter

School have requested a permanent wooden gazebo type structure in far field as an all weather outdoor classroom. Agreed to try and obtain funding through grants. [Action Teri](#)

Website update

Agreed to update the wording on the PTFA section of the school website, wording agreed and submitted.

Bank account

Jon confirmed the bank account balance is healthy due to previous year's fundraising so we are able to consider funding requests at this current time. £9,379 of current balance is grant money, ring fenced for sensory garden.

Donation

Received a donation from local AirBnB owners Jill and Steve Smith, they donate money collected from the sale of their chicken and duck eggs and have chosen the PTFA to receive £50.

AGM

The Charity Commission has stated that charities can delay their AGM if required until December 2020, AGMs can be held online where the constitution allows, otherwise they can still be held online as long as a vote to amend the constitution is held at the AGM. Our constitution does not allow for online meetings so will need to be amended at the AGM. Agreed to hold the AGM on Monday 16th November at 7:30pm via Zoom. Treasurers and Chairs reports to be produced before then. [Action Jon and Tilli](#)

Requests for Funding:

Whole school- £250 for loose part play equipment, later amended to £500 as will need several sets owing to current inability to share equipment between bubbles. Agreed.

Whole school - £348 for age appropriate culturally diverse books. Agreed in principle, but sourced for £252 and purchased.

Next Meeting: Virtual meeting via WhatsApp to continue in Autumn term, 2nd half term.