

# Newton Poppleford School Association (PTFA)

Meeting Minutes

Tuesday 20<sup>th</sup> November 2018, 9.10 am, Station Road

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**Attendees:** Tilli Beglin (Chair), Teri Murphy (Dep Chair), Katy Evans (Secretary), Lisa Smith, Katja Pearson, Kelly Maguire

**Apologies:** Jon Leeson-Kings (Treasurer)

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## **Minutes from 17.10.2018**

The minutes from 6.11.2018 meeting were reviewed and signed-off as correct. The following actions were discussed:

- **Wall Art Project:** No further developments. Project on hold for now due to other commitments.
- **Kings Garden Centre:** No update available.
- **Bricks from the Old Building:** No update available

## **Marquee:**

Options for repairing/replacing the damaged marquee were discussed. A repair was not thought to be appropriate due to the age and general condition of the marquee. Everyone present agreed that purchasing a new marquee represented the best option. It was clarified that the insurance policy did not cover storm damage & as such, the new marquee will be purchased with PTFA finances. It is likely to cost in the region of £500 and will be purchased in 2019 ready for the summer fete.

## **School Play:**

We are aiming to put on a school play in early 2019. Trisha Barclay is leading the project and is a holding preliminary meeting with parents who have expressed an interest in supporting. The meeting will take place on 21.11.18 at The Cannon pub. Teri will attend the meeting & feedback to the PTFA. **Teri to action.**

## **Christmas Fair:**

**Posters/Promotion:** A poster advertising the Christmas Fair has been designed and circulated on social media, school website/newsletter and via the parish magazine. It was agreed that copies of the poster (5x big & 10 x small) should be printed and displayed around Newton Poppleford & Sidmouth. **Tilli to action**

It was agreed that a sign advertising the Christmas Fair should be displayed on School Lane. Katja & Lisa agreed to update the sign. **Katja/Lisa to action**

**Hampers:** Requests for hamper donations have gone out to school children. We have asked that donations be bought into school during the week of 26<sup>th</sup>-30<sup>th</sup> November. Donations will be stored at school ready for wrapping on the morning of 4<sup>th</sup> December. We have asked for volunteers to help with the wrapping.

Committee members were asked to wrap the cardboard boxes which will be used for the hampers in advance (**Action: Kelly, Tilli, Teri, Katja & Katy to wrap 5 boxes each. Tilli/Teri to ask Rebecca & Emma Jane to wrap some as well**).

We agreed that the bottom of the hamper boxes will be filled with shredded paper. Tilli/Teri to put out a general 'shout out' for shredded paper for this purpose. **Tilli/Teri to action**

**Stalls:** An update on the following stalls was provided

- **Christmas Hampers** – see above
- **Refreshments**
  - To offer the following food items:
    - Sausage rolls (provided by Jan)
    - Cheese & onion pasties (Tilli to source)
    - Mince pies
  - To offer the following drinks options:
    - Tea, coffee, hot chocolate
    - Mulled wine
    - Hot apple juice
    - Cider
- **Cakes**
  - We have asked for volunteers to bake cakes for this stall
- **Crafts to sell**
  - It was confirmed that the following items will be available to sell:
    - Selection of edibles
    - Knitted toys
    - Candles
    - Reindeer food
    - Dog treats
- **Crafts to make & do**
  - Emma Jane is organising these activities. All on track.
- **Face painting/Nails**
  - Nail stickers have been purchased (Lisa)
  - There are two volunteers to run the face painting stall (Jane & Hannah). It is likely that they will run this stall for part of the fair only.
- **Weigh the cake**
  - Cake has been made. All on track

- **Guess the quantity of sweets**
  - Sweets have been purchased (Teri)
- **Double decker**
  - Tilli to organise prizes
- **Bric a brac/Clothes** (Emma Jane to provide the clothes rail)
  - Various items available for the stall.
- **Tuck shop**
  - Tilli to organise Tuck Shop. All on track
- **Elf trail**
  - Elf trail completed (Teri)

**Games:** It was confirmed that the following games/activities would be run:

- Bean bag game
- Tinsel pull (**Katja to make new tinsel pull box**)
- An additional game to be organised by Lisa

**Christmas Grotto:** Kim has agreed to lend a gazebo which will be set up as the Christmas Grotto in one of the side rooms off the school hall. Rachel is coordinating a team of volunteers to set-up the grotto on 7<sup>th</sup> December from 4.30. **Rachel to action**

Teri has offered the use of a 4ft Christmas tree to help decorate the grotto if required. Pia has agreed to help wrap grotto presents.

**Licence:** A licence has been obtained to cover the event. This will allow us to sell mulled wine/cider for the duration of the Christmas Fair.

**Outside Sellers:** A request has been received for an outside seller to run a stall at the Christmas Fair with profits from the stall going to an alternative charity. All present agreed that on this occasion the request would be declined but it may be something to consider for future years.

**Tree:** Four Elms Fruit Farm has offered to donate a large Christmas tree to help decorate the school hall. A tree stand would be required. It was suggested that Adrian maybe able to make something suitable. It was also suggested that school children could help by making decorations for the tree.

**Action – Teri to discuss with school**

**Volunteers:** Teri reported that there have been sufficient volunteers to help wrap the hampers. However, there have not been many volunteers to help run stalls on the day of the fair. Some Year 5

& 6 children have expressed an interest in volunteering to run stalls & games. This was thought to be a good idea. We need to confirm numbers with appropriate teachers. **Tilli/Teri to action.**

**Choir:** Mrs. Raffell has agreed that the school choir perform during the fair. We may also have a volunteer with handbells.

**Decorating the Hall:** We agreed that we should try & decorate the hall to make it as festive as possible. Tilli suggested having red tablecloths to cover the stall tables. We may have some from last year's fair or may need to buy new ones. **Tilli to action**

Teri suggested asking the craft club to make some paper chain decorations. **Teri to action**

### **Any other Business**

**On-line Banking:** Jon is still in the process of setting up on-line banking for the PTFA account.

**Shed:** We will purchase a PTFA shed which will be set up on the school site. The most favourable option looks to be from B&Q with Teri's discount card. This will be considered further once the allocated space has been cleared

**Bonfire Night:** It was reported that profits from the recent Bonfire Night event were £1031.12

### **Requests for Funding:**

We have received the following request for funding:

- To put in at least 30 blackthorn bushes around the perimeter of Far Field to prevent the current problem of dogs accessing the area & leaving dog mess behind. The cost is likely to be around £50 (Current price £17.99 for 10 bushes). Request approved.
  - Lisa has offered some netting which maybe suitable for a temporary fix.

### **Funding Approved:**

- Since our last meeting we have purchased 80 new dictionaries/thesauruses for KS2 classrooms costing a total of £802.96
- Pre-school have been provided with 'I CAN' resources to support speech and language development

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**Next Meeting:** Tuesday 15<sup>th</sup> January 2019, 7.45pm, The Cannon