

## Minutes of PTA Meeting at Feniton Sports & Social Club 7:30p.m. Wednesday 7<sup>th</sup> November 2018

### Present:

Gemma Bailey, Helen Bandom, Elaine Cadman, Sarah Walker, Julianne Barrass, Claire Feasey, Asilah Jarrald, Danny Beaven, Jen Metcalf, Jason Witts, Claire Polverino, Sarah Walls, Rebekah Styles, Mandy Lampey, Michelle Berry, Emma Mullenger.

### Apologies:

Lucie Wright, Jo Smith, Angela Lloyd, Charlotte Guyan, Chiara Broom, Amanda Parsons, Clare Humphries.

### 1. Minutes:

The minutes from the previous meeting were read and signed as true record.

### 2. Chair's Report:

Welcome to all present, Commando Challenge main event so far – last request for sponsorship money to announce total in Act of Worship this Friday (almost met target £2000 towards computers), has helped to set target and define where money going beforehand. Coming up in next couple of weeks are St Andrews Fayre and Movie night. Many thanks to Feniton Fun Day committee for their £75 donation.

### 3. Treasurer's Report:

Receipts	£1760.31 (Commando Challenge)
	£75 (Feniton Fun Day)
	£150.36 (Easyfundraising)
	£24 (St Andrews Fayre)
Payments	£42 (100 Club)
	£17.72 (St Andrews Fayre)
Balance	£3476.69 (bank);     £331.39 (cash)

Many thanks to Nicky Thomas, for auditing and signing accounts. DB proposed accepting accounts, seconded by JB and passed by all present.

Natwest have lost the documents completed to update signatories so need to resubmit these (**EC/GB**). **GB** to send formal complaint.

### 4. Events

Event / Date / Organisers	Notes
<b>Blue Bags</b> 14/11/18 Gemma Bailey	Include reminder in bulletin email ( <b>HB</b> ) – permitted items, able to use other bags if have mis-placed blue bags sent home before half term. Dates requested for January, April & July.
<b>100 Club</b> Clare Humphries / Jo Lane	Renewals being sent out. Details to be added to website.
<b>St Andrew's Fayre</b> 24/11/18 Gemma Bailey	Advertising: posters for Feniton, Ottery, Facebook. Variety of stalls (crafts/information/games), Father Christmas & photography, second hand uniform, refreshments, books, bric-a-brac, toys, Yr 6 civic award, Class stalls (ringfenced funds – <b>GB</b> to email explanation about how money raised & allocated for year groups; check teachers aware they can use this money for class) - not all year groups have confirmed yet: FSU/Reception lollipop game/sweet cones; Yr 1 bottle tombola; Yr 2 balance coin on floating lemon. Tinsel game / bouncing ping pong balls suggested for other years. Church will be manning toys, refreshments, bric-a-brac, books, second hand uniform. Request for donations to be brought into school from Weds 21 <sup>st</sup> Nov. Grand Draw tickets to be finalised and printed, distribute 2 books via oldest child to parents/carers for selling. Table layout to be done once all stalls finalised. Children & staff to clear classrooms, license applied for (on premises only, cannot sell any leftover mulled wine for consumption at home). Need some elves to assist Father Christmas.

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<b>Event / Date / Organisers</b>	<b>Notes</b>
<b>Movie Night</b> 30/11/18 Donna Grant	License not required – charging for refreshments only (squash/haribo/chocs), not to watch film. KS1/KS2 films to be confirmed with <b>AP</b> . <b>GB/DG</b> check re risk assessment/first aid/DBS/helpers
<b>Christmas Cards</b> Lucie Wright	Artworks being done, no date yet on when these will be sent home.
<b>Christmas Bingo</b> 09/12/18 Helen Olliff	<b>GB</b> to follow up with HO
<b>FSU Nativity</b> 17/12/18 (9:30am)	YR 1 class reps to organise
<b>KS1 Nativity</b> 17/12/18 (2pm/6:15pm) Little Explorers / Reception Rangers	<b>GB</b> to check with AP if able to split KS1 Nativity and planned caked stall (7 <sup>th</sup> Dec) so that Little Explorers & Reception Rangers cover 1 each rather than jointly run both.
<b>KS2 Nativity</b> 18/12/18 (2pm/6:15pm)	Yr 6 class reps to organise
<b>Easyfundraising</b> Helen Brandom	£522 raised to date, very few new people have signed up this term.
<b>Curry Night</b> 2019?	Not discussed
<b>Valentine's Disco</b> Feb 2019	Not discussed
<b>Subscription Scheme</b>	Not discussed

**5. Fundraising Target (September 2018 – August 2019, £12,000)**

Not discussed

**6. Parent Voice**

- Mufti Day – bring item for class stall rather than pay money
- We cannot have separate email address due to GDPR – other contact points available include school office/website/telephone/direct contact with staff.
- PTA noticeboard and space for fundraising target display being arranged.

**7. AOB**

- **GB/AP** to follow up Amazon wishlist
- **MB** to look into Paypal Friends & Family suitability
- **GB** to follow up on Christmas card wall for children with donation instead of writing cards to whole class.
- First Aid – details available for First Aid course at school in January for anybody willing to help provide cover at PTA events. If interested (or already have a valid Paediatric First Aid/First Aid at Work certificate), please let the committee know.

**8. Date of next meeting: Wednesday 23<sup>rd</sup> January 7:30p.m, Feniton Sports & Social Club**  
Meeting closed 9:15p.m.