

# PTFA MEETING MINUTES

**Date:** 10<sup>th</sup> March 2025

**Time:** 6:00 PM

**Facilitator:** Cassy Freeman (Secretary) on behalf of Vincent Onakpome (Chair)

## IN ATTENDANCE

Cassy Freeman	CF
Simon Underdown	SU
Natasha Vanstone	NV
Laura Fox	LF
Austen Ferguson	AF
Vincent Onakpome	VO
Clare Walsh	CW

## APPROVAL OF MINUTES

These minutes will be distributed for approval to all members of the PTFA.

## MEETING AGENDA

1. Funding requests (bean bags for library)
2. PTFA support for school trips
3. PTFA support at 11+ exam
4. Sports day
5. School performances
6. Possible PTFA events (e.g. winter wonderland)
7. Role of secretary (Tasha/Cassy)
8. Role of managing social media
9. 11+ certificates
10. Support for Ms Luscombe's family
11. AOB

# MINUTES

## Agenda:

### 1. Funding Requests

- **Bean Bags:** Simon Underdown presented a request for £650 to replace bean bags in the library, which are enjoyed by students. Laura Fox confirmed that the PTFA account has just under £9000, with £250 owed, ensuring sufficient funds to cover the request. The request was approved pending the completion of paperwork by Simon Underdown.

### 2. School Trips

- Discussion on PTFA members supporting school trips and events. Simon Underdown suggested creating a calendar of events and asking for volunteers in advance. Laura Fox and Vincent Onakpome mentioned having voluntary days from their employers, which could be used for this purpose. Austen and Cassy also have volunteer day opportunities through their workplace. The idea was well-received, and it was agreed to trial one or two trips to see if this could be expanded.

### 3. 11 Plus Exam

- PTFA involvement in supporting the 11 Plus exam was discussed, including selling sweets and assisting with invigilation. Simon Underdown mentioned that PTFA members could help with invigilation or managing queues. Laura Fox suggested selling sweets at the end of the exam, and Simon agreed to check if non-DBS checked parents could assist outside the exam hall.

### 4. Sports Day

- The logistics and costs of transporting students to Brickfields were discussed. Alternatives considered included using Plymouth College and parent transport. Simon Underdown mentioned the possibility of doing field events at Plymouth College and track events at Brickfields. The cost of coaches was highlighted as a significant expense. Sports Day is scheduled for 15th July, with a reserve date of 17th July.
  - **Previous Experience:** Last time, the PTFA was asked to support the event by selling refreshments. However, there was a conflict as the catering team was also asked to provide drinks, biscuits, and crisps. This overlap diminished the PTFA's ability to make a significant impact on fundraising.
  - **Proposed Refreshments:** The idea of selling bubble tea was mentioned, which had worked well previously, although it did not make a profit. The stock remaining from the last event could now turn a profit. There was also a suggestion to sell sweets again.
  - **Coordination with Catering Team:** It was highlighted that if the PTFA is to make money from this event, it would be better not to have the catering team also providing refreshments. Clear communication and expectations need to be set regarding what the PTFA can offer.
  - **Commitment:** Simon Underdown mentioned the importance of early commitment from PTFA members regarding what they can offer and their availability. This would help in planning and ensuring that there are no last-minute issues.

### 5. School Performances

- The potential use of Plympton Academy Theatre for school performances was discussed. Simon Underdown mentioned that the theatre has tiered seating, which would provide a better view for all attendees. The idea was well-received, and it was suggested that ticket prices could be increased slightly due to the improved venue. Transport logistics for rehearsals were also discussed.

## 6. Other PTFA Events

- Consideration of a cinema trip during October half-term and a roller disco at the Life Centre. The cinema trip was popular last time, and it was suggested to run it during the first week of the October half-term. The idea of a roller disco was also well-received, and it was agreed to make inquiries about both options.

## 7. Role of Secretary

- Cassy Freeman's duties to be split between Natasha Vanstone and Cassy Freeman. The social media role to be advertised. Austen Ferguson expressed concerns about the communication within the PTFA. Austen mentioned that the communication had not been great, citing an example of attending a meeting in October but not being added to the WhatsApp group until February. This delay made Austen hesitant to get too involved, despite wanting to contribute. Austen asked for clarity on what was expected from the social media role, particularly the Facebook account, and emphasized the need for better communication to attract more people to the PTFA. It was agreed to put out a call for volunteers on the WhatsApp group.

## 8. 11 Plus Certificates for Year 7

- **Automation of the Process:** Cassy Freeman mentioned that the process for creating the 11 Plus certificates had been automated last year, making it straightforward to turn the system back on and generate the certificates again.
- **Supplies Needed:** Cassy Freeman highlighted that additional supplies would be needed to continue the process. These supplies include bags, card, gold stickers, and presentation folders.
- **Approval for Purchase:** Cassy Freeman sought approval from the PTFA to go ahead and purchase the necessary supplies and then claim the expenses back. Laura Fox and other members agreed that it was a successful event last year and supported the continuation of the initiative.
- **Timing:** There was a discussion about the timing of the certificates. It was noted that the certificates are usually part of the settling-in period for Year 7 students and are typically distributed later in the year, around May.
- **Responsibility:** Cassy Freeman confirmed that they would handle the process and ensure that the certificates are included in the relevant communications with parents.

## 9. Support for Mrs. Luscombe's Family

- PTFA to consider participating in a memorial walk later in the year. Simon Underdown mentioned that James, Kelly's partner, appreciated the Memorial Day and the condolence books. The details of the walk will be shared with the PTFA.

## 10. Hummingbird Funding

- **Current Support:** The Hummingbird team, led by Matt Thackray and Annette Cook, currently receives significant support from Becton Dickinson, which helps cover various expenses.

- **Funding Needs:** The team estimated that they need around £3000 per year to manage their operations, which include transport, uniforms, kits, and awards evenings.
- **Previous Contributions:** Historically, the PTFA has contributed £2000 per year to the Hummingbird team. This funding has been crucial in supporting the team's activities.
- **Proposal:** Simon Underdown suggested that the PTFA consider continuing their support with a £3000 annual contribution. He proposed asking the Hummingbird team to submit a bid form for this funding.
- **Discussion on Commitment:** There was a discussion on whether to commit to a one-year or two-year funding plan. The idea of a two-year bid was considered, but it was decided to proceed with a one-year commitment initially and reassess the situation next year.
- **PTFA Vote:** It was agreed that the proposal would be put to a vote among PTFA members via the WhatsApp group to ensure majority support

## 11. AOB

- Parent Fund Donations: Laura Fox proposed transferring £4900 from the parent fund, which consists of parental donations, to the school fund. This transfer was agreed upon by the attendees.
  - Communication on Spending: Cassy Freeman highlighted the importance of better communication regarding what the parent fund donations are being used for. She mentioned that last time a significant amount was transferred, there wasn't clear communication about the specific projects or items funded by these donations.
  - Future Spending Plans: Simon Underdown mentioned that the school had considered using the parent fund donations for a cover, but the costs were too high. Instead, they are now looking at developing the space between Metcalf and the playground, which would benefit all students. He suggested using recycled plastic furniture, which is durable and requires no maintenance
- Discussion on potential second-hand prom dress sale. It was noted that a previous attempt was not successful, but it was agreed to reconsider the idea.
  - **Previous Attempt:** Simon Underdown mentioned that the school had previously attempted to organise a second-hand prom dress sale, but it was not very successful. There was little interest from both sellers and buyers.
  - **Potential Interest:** Clare Walsh noted that a recent second-hand prom dress sale in the city was very popular and well-attended, suggesting that there might be renewed interest in such an event
  - **Challenges:** Despite the previous lack of success, it was acknowledged that the idea could be revisited. However, the previous attempt's poor turnout was a concern.
- Vincent Onakpome suggested participating in a school lottery.
  - **Proposal:** Vincent Onakpome brought up the idea of participating in a school lottery.
  - **Previous Feedback:** Cassy Freeman mentioned that the idea of a school lottery had been proposed before, but there was no appetite from the school to encourage gambling. As a result, the proposal was not pursued

- **Potential Benefits:** Vincent Onakpome noted that other schools, such as Devonport, had successfully raised significant funds through a school lottery
- **Concerns:** Despite the potential financial benefits, the school maintained its stance against promoting gambling, which led to the decision not to move forward with the lottery idea.

## ACTIONS

1. **Simon Underdown:** Complete paperwork for bean bag funding request.
2. **Simon Underdown:** Complete paperwork for Hummingbird funding request.
3. **Simon Underdown:** Confirm non-DBS stance for volunteers at 11+ event.
4. **Simon Underdown:** Share trips calendar for volunteers.
5. **Cassy Freeman:** Coordinate with Shellie Joynes for 11 Plus certificate process and order supplies.
6. **Cassy:** Manage social media role advertisement.
7. **Simon Underdown:** Provide details of the memorial walk for Mrs. Luscombe.
8. **PTFA Members:** Vote on Hummingbird funding proposal.
9. **PTFA Members:** Confirm commitment for sports day
10. **PTFA Members:** Confirm commitment for school trips (dependent on 4).
11. **Laura Fox:** Transfer £4900 from the school fund to the PTFA account.
12. **Claire Walsh and Cassy Freeman:** Explore potential for private hire roller disco.
13. **Natasha Vanstone and Laura Fox:** Explore potential for private hire cinema.
14. **Cassy Freeman:** Work with Austen on DBS check for events.
15. **Cassy Freeman:** Provide Simon Underdown blank funding form ✓

## NEXT MEETING

May 2025 – details to be confirmed.