

PTFA MEETING MINUTES

Date: 1st July 2025

Time: 6:00 PM

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

IN ATTENDANCE

Cassy Freeman	CF	Laura Fox	LF
Vincent Onakpome	VO	Luci Barber	LB
Natasha Vanstone	NV	Austen Ferguson	AF
Simon Underdown	SU		

APPROVAL OF MINUTES


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

MEETING AGENDA

1. Welcome & Apologies
2. Financial Update
3. Review of Previous Minutes
4. Matters Arising
5. Event Planning & Fundraising
6. Student Engagement
7. Funding Request(s)
8. Annual General Meeting (AGM)
9. Any Other Business (AOB)
10. Date of Next Meeting

MINUTES

1. **Welcome and Apologies:** Vincent welcomed the attendees and appreciates everyone is busy and pleased those present made the time. Discussed the agenda. Apologies from Nicola and Emma. Appreciation given to the team throughout the year. Special thanks given to Laura, Natasha and Cassy, and thanks extended to the entire team including those at the school.

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2. **Financial Report:** (Full report in appendix) Laura and Cassy discussed the financial report, highlighting the income from various sources such as the 11 plus certificate income, PwC donations, and school uniform sales. They also detailed the expenditures, including donations to the PE Department and library, and operating costs. The current bank balance is over £7,500.
 - **Income Sources:** Laura and Cassy detailed the income sources, including the 11 plus certificate income, which has been popular, a second PwC donation through Cassy's friend, and school uniform sales, which tend to peak in the summer with new year sevens. Additionally, £157 came from easy funding through accounts like Amazon.
 - **Expenditures:** Expenditures included £1,400 donated to the PE Department, £570 for library bean bags, and costs for operating activities such as the purchase of an urn for events, 11 plus certificate costs, and sweets and bags for exams. The parent pay reimbursement to the school was also noted as an anomaly, with £162 sent back to the school.
 - **Bank Balance:** The current bank balance stands at just over £7,500. Laura also mentioned the school fund account, which had a balance of over £4,500 at the end of September, with £825 in receipts over the year and payments to the school of £4,900, leaving a balance of £455 to be paid over to the school whenever required.
 - **Outdoor Shelter Funding:** Natasha enquired about the remaining money from the outdoor furniture donation. Natasha and Simon discussed the funding for the outdoor shelter. Simon suggested using the remainder of these funds as a starting amount and then appealing to parents for additional contributions. They agreed to focus on the shelter first before considering other items like picnic mats.
 - **Quotation:** Natasha enquired about the number of quotations obtained for the shelter. Simon stated the cost for steel and glass was prohibitive and that the estates team felt this vendor was a good compromise for cost and quality.
 - **Initial Funds:** Simon suggested using the existing funds as a starting amount for the outdoor shelter project. He proposed establishing the exact amount available in the account and then using this figure to appeal to parents for additional contributions.
 - **Parent Contributions:** Simon recommended setting up a parent pay item to allow parents to contribute directly towards the shelter. He emphasised the importance of showing parents the drawings and costs to encourage contributions.
 - **Additional Items:** While discussing the shelter, Natasha mentioned the head student team's request for picnic mats (potentially in house colours). Simon agreed it was a good idea but suggested focusing on the shelter first and considering the mats later to avoid complicating the project. Everyone present agreed with this approach.
 3. **Review of Previous Minutes:** VO shared the published minutes from the last meeting giving an overview of the agenda. VO confirmed nothing missing from this meeting that needs discussing today.
 4. **Matters Arising:** No content.
 5. **Event Planning and Fundraising:**
 - **Christmas Raffle:** Cassy said best to start asking for donations now. Cassy and Simon discussed the donation request for the Sports awards and agreed that it would be best to wait until the new school year in September to appeal to parents. Cassy suggested all members of the PTA ask local companies now for donations.
 - **Roller Disco:** Cassy confirmed the booking for the roller disco event on 25th October, including the cost and the plan to allow students to bring a guest. They discussed making it a Halloween-themed event and the need for volunteers to help on the day.
 - **Event Details:** Cassy confirmed the roller disco event is booked for 25th October from 3:30 PM to 5:30 PM. The cost is £895 plus VAT, covering 160 students,

- including skate hire and disco. They plan to allow each student to bring one guest.
- **Halloween Theme:** They discussed making the roller disco a Halloween-themed event, with optional fancy dress to enhance the experience and attract more participants.
 - **Tuck Shop:** Cassy mentioned that fundraising activities could be enhanced by running a tuck shop at the event.
 - **Attendees:** Cassy mentioned that tickets will be sold on a first come first served basis whereby each PHSG student would have the opportunity to purchase tickets with the ability to bring a guest (from any other school).
 - **Volunteer Requirements:** Cassy emphasised the need for volunteers to help on the day of the event. They agreed to ensure enough volunteers are available to manage the event effectively and safely.
 - **Risk Assessment:** Simon offered the services of Nicky Barnett to support with the risk assessment for the event. Natasha said that her experience with Cineworld was that they provided a risk assessment that could be adjusted quite simply.
- **11+ Certificates:** Recognition for Liz Hore: They agreed to recognise Liz Hore's significant efforts in preparing the 11 plus certificates by presenting her with flowers. Liz's work included printing, trimming, and packaging the certificates, which was crucial for the success of the initiative.
 - **School Lottery:** Cassy and Simon discussed the school lottery, agreeing to proceed with the plan and include information in the next letter to parents. They highlighted the potential for easy fundraising through the lottery.
 - **Lottery Plan:** Cassy and Simon discussed the school lottery plan, agreeing to proceed with it. They planned to include information about the lottery in the next letter to parents to encourage participation.
 - **Fundraising Potential:** They highlighted the potential for easy fundraising through the school lottery, noting that it could provide a steady stream of income for the PTFA with minimal effort.
 - **Induction day for year 7s:** This coming Thursday is induction day for new year 7s with parents invited to attend school from 3pm. Natasha will be in attendance as a parent of a new year 7. Natasha asked if there was an opportunity to sell second hand uniform at the event and Cassy took an action to see if Nicola could support. It was agreed that if the card machine would not be available that printed bank details would be provided to parents for IOUs.
 - **Private cinema screening – Wicked 2:** November is the release of Wicked 2 and Natasha and Luci discussed the option to hire private screen, like the Taylor Swift event. It was suggested that this be raised again during the AGM, but Cassy suggested making enquiries with the cinema in the meantime as this typically takes the most time. Natasha noted that the film may be popular like Taylor Swift so this might not be a profitable event.
 - **11 Plus Practice Exams and Volunteers:** Natasha and Cassy discussed the need for volunteers to help with the 11 plus mock exams and the distribution of sweet bags.
 - **Volunteer Needs:** Natasha and Cassy discussed the need for volunteers to help with the 11 plus mock exams and the distribution of sweet bags. They noted the importance of having enough volunteers to manage these tasks effectively.
 - Cassy mentioned that all PTA volunteers are invigilators during the exams so there may not be enough time to sell sweets. There was agreement to ask if invigilators

- could finish early to fundraise or to ask other PTA members to attend to sell sweets at the end.
 - Natasha mentioned that the sweets that have been made up to sell offer 70p profit per item and that any excess would be sold during sports day.
- **Sports Day Planning:** Natasha and Simon discussed the upcoming Sports Day, including the need for volunteers and the plan to sell sweets and bubble tea. They agreed to offer shifts to attract more volunteers and to get student feedback on what to sell.
 - **Volunteer Recruitment:** Natasha and Simon discussed the need for volunteers for the upcoming Sports Day. They agreed to offer shifts to make it easier for more people to volunteer and to ensure adequate coverage throughout the event.
 - **Sales Plan:** They planned to sell sweets and bubble tea during Sports Day. Natasha mentioned the importance of getting student feedback on what items they would like to buy to ensure the sales are successful. IOUs were accepted last year but will not be accepted this year.
 - **Event Logistics:** Simon explained the logistics of Sports Day, noting that students would be dropped off at 9 AM and not released before 2:30 PM. He emphasised the importance of having enough volunteers to manage the event smoothly.
 - **Planning:** Natasha enquired about numbers for catering with Simon mentioning an approximate number of students ~450. It was agreed to cater on the low side with the ability for volunteers to go and get more stocks if required, as opposed to having surplus.

6. Student Engagement:

- **Halloween disco:** Natasha said that the head student team (HST) want to introduce a Halloween disco, and we don't want to compete with that by running a roller disco event.
 - Cassy mentioned that there was a poll that asked for student input regarding a disco or roller disco.
 - Natasha said she did not want the PTFA to step on toes as the HST seem very keen to do this, especially given the fond memories they have of the Halloween pre-Covid.
 - Simon stated that the poll came back that the roller disco will be more fun and the head student team will accept the majority.
 - Vincent wanted to push for a formal way of doing the poll so we can evidence the results. Verbal results could be contested.
 - Simon said the head student team will understand the poll results and reflected on how they valued talking to the PTFA.
 - Natasha the HST wanted to raise money for the charity nominated by the school, where as PTFA want to raise money for the school. The PTFA wants to be seen as working with the HST not competing against them.
 - Simon met with the team recently and this did not come up as an item they wanted to do for next term. Current HST will be prepping for mocks soon, they will likely be too busy, and this is something the PTFA can look at with the new HST. They will need PTFA / Staff support to run an event.
- **Thorpe Park Trip:** Natasha and Simon discussed the possibility of organising a trip to Thorpe Park for years 12 and 13 in October. They agreed to consider the logistics and the potential benefits for the students.

- **Trip Proposal:** Natasha and Simon discussed the proposal to organise a trip to Thorpe Park for years 12 and 13. They considered the logistics, including the date, transportation, and supervision requirements.
 - **Potential Benefits:** They highlighted the potential benefits of the trip, including providing a fun and social experience for students who missed out on trips due to COVID-19. They agreed to explore the feasibility of the trip further.
7. **Funding Request:** Sixth Form Proposal. Cassy and Simon discussed a funding request for sixth form academic intervention and support resources. The request for £1,000 was approved to support students at risk of not meeting their target grades.
- **Funding Request:** Cassy and Simon discussed a funding request for £1,000 to support sixth form academic intervention and support resources. The funds will be used to purchase textbooks and other materials to help students at risk of not meeting their target grades.
 - **Approval:** The request for £1,000 was approved by the PTFA. Cassy will send an email to Charlie to inform her of the approval and coordinate the transfer of funds.
8. **Annual General Meeting (AGM):** Vincent, Natasha, and Luci discussed the planning for the AGM, agreeing to hold it on 9th September. They also discussed the need to raise awareness among new parents and the possibility of Luci taking on the role of chair.
- **AGM Date:** Vincent, Natasha, and Luci agreed to hold the AGM on 9th September. They emphasised the importance of setting the date early to ensure maximum participation.
 - **Raising Awareness:** They discussed the need to raise awareness among new parents about the AGM and the PTFA. They planned to mention the AGM during the induction day and include it in the first newsletter of the school year.
 - **Chair Role:** Luci expressed interest in taking on the role of chair, and Vincent supported her nomination. They discussed the importance of having a clear transition plan to ensure continuity in PTFA activities.
9. **Any Other Business (AOB):**
- **Cupboard sort out:** Natasha and Luci agreed that the PTFA cupboard is in a mess and needs a sort out, especially as they were unable to locate the banner for the open evening event. Luci offered to spend time going through the cupboard, but this would not be in time for the induction event this week.
 - **Netball kit design competition:** Simon mentioned that the PE team have picked the winning design for the netball kit that the PTFA are funding. The winning design has been sent to the printers. Simon expressed a desire for a photo opportunity with the competition winner, the PTFA, the PE department and other students. Luci was volunteered by Natasha to be in the photo.
10. **Date of Next Meeting:** The next meeting will be the Annual General Meeting (AGM) scheduled for 9th September 2025 taking place within the school grounds. Dates and room location TBC.

ACTIONS

- **Shelter Fundraising:** Establish remaining balance from outdoor furniture (Simon)
- **Shelter Fundraising:** Establish fundraising target to meet shelter quote (Simon)
- **Shelter Fundraising:** Set up ParentPay item for shelter fundraising (Simon)
- **Shelter Fundraising:** Communicate with parents the plans for shelter and fundraising target which can receive donations through ParentPay (Simon)
- **Christmas Raffle:** Share on Facebook the request for donations for the raffle (Cassy)

- **Christmas Raffle:** Enquire locally about raffle donations (ALL)
- **Roller Disco:** Discuss with HST the roller disco and Halloween disco poll outcome (Simon)
- **Roller Disco:** Confirm email address for invoice to Sk8 House Plymouth (Cassy)
- **Roller Disco:** Arrange volunteers for event via WhatsApp (Cassy)
- **Roller Disco:** Arrange risk assessment for event (Cassy)
- **School Lottery Announcement:** Confirm the sign-up for the school lottery and notify Simon to include the announcement in the next available letter. (Cassy)
- **Second hand Uniform Sale:** Confirm with Nicola if she can manage the second-hand uniform sale at the induction day. (Cassy)
- **Private cinema screening:** Enquire with cinemas around feasibility of hosting the event for Wicked 2 (Natasha)
- **Private cinema screening:** Add to AGM agenda (Natasha/Cassy)
- **Volunteer Coordination for 11 Plus Mock:** Coordinate with Karen to see if any invigilators can leave 10 minutes early to sell sweets at the 11 plus mock. (Cassy)
- **11 Plus Practice Exams:** Enquire if any volunteers can help sell sweets if invigilators cannot be freed (Cassy)
- **PTA Cupboard:** Go through cupboard and clear it out (Luci)
- **Thorpe Park Trip Planning:** Investigate the feasibility and logistics of organising a Thorpe Park trip for years 12 and 13 on 17th October. (Natasha)
- **Funding Request:** Notify Charlie that the request has been approved and arrange payment (Cassy/Laura)
- **Flowers for Liz:** Purchase and present flowers to Liz for her contributions to the 11 plus certificates. (Natasha)
- **Parent Communication for AGM:** Email Simon to suggest mentioning the AGM to new parents during the induction day. (Natasha)
- **AGM:** Share details of AGM with existing PTFA members (Vincent)
- **AGM:** Confirm time and meeting location at PHSG for the meeting (Cassy)
- **Netball kit design competition:** Notify Miss Benwell that available for the photo opportunities with the netball kit design competition winner (Luci)

NEXT MEETING

9th September 2025 (@ PHSG) – agenda, room location and time to be confirmed.

APPENDIX – FINANCE REPORT

PLYMOUTH HIGH SCHOOL FOR GIRLS PTFA	
TREASURERS REPORT	
1 October 2024 – 1 July 2025	
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Income Since last report	
School Uniform	£96
PWC Donation	£150
Easy Funding	£157.27
11+ Certificate Income	£590
Expenditure since last report	
Donation PE Department	(£1,394.20)
Donation PHSG Library	(£570)
Purchase of Urn (Sports days and other events)	£(56.99)
11+ Certificate Costs	£(79.65)
Sweets	£(58.86)
<u>Parentpay</u> reimbursement to school	£(162)
Pipeline:	
Donation proceeds from Prom Dress Sale	£130
Expenses for Card Machine	(£200)
Total Pipeline	£(70)
Bank Balance as at 31.10.24	£8,990.49
Bank Balance as at 01.07.25	£7,662.16
<u>Plus</u> pipeline	£(70)
Balance	£7,592.16
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School Fund Account	
Balance 30.09.24	£4,530.32
Receipts	£825.00
Payments made to school	£4,900.00
Balance 01.07.25	£455.52

APPENDIX – MEETING SLIDE DECK

