

PTFA MEETING MINUTES

Date: 6th May 2025

Time: 6:00 PM

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

IN ATTENDANCE

Cassy Freeman	CF	Laura Fox	LF
Donna Roughton	DR	Austen Ferguson	AF
Natasha Vanstone	NV	Vincent Onakpome	VO
Simon Thorpe	ST	Clare Walsh	CW
Angafa-a George	AG		

APPROVAL OF MINUTES

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

MEETING AGENDA

1. Curriculum Enrichment Week
2. School Trips
3. Sports Day
4. Roller Disco
5. 11+ Certificates
6. Charity Walk
7. Seating Area Covering
8. AOB

MINUTES


- **Curriculum Enrichment Week:** Natasha and Donna discussed the need for volunteers for Curriculum Enrichment Week, specifically for the musical in a week, global crafts, and diving events. They plan to put out a call for volunteers on the WhatsApp group and gather more information from Miss Noble.
 - **Volunteer Needs:** Donna explained that the musical in a week and global crafts events require volunteers from 9 AM to 3:30 PM, with flexibility for volunteers to cover mornings, afternoons, or whole days. The diving event, held off-site at Mountbatten, also needs volunteers for various days throughout the week.
 - **WhatsApp Call:** Natasha suggested putting out a call for volunteers on the WhatsApp group, like previous events, to gather more support for the Curriculum Enrichment Week activities.
 - **Information Request:** Natasha has requested more detailed information from Miss Noble regarding the specific hours and days volunteers are needed for each event, to better coordinate volunteer efforts.
- **School Trips:** Cassy provided an update on school trips, mentioning that most volunteer slots are filled except for the SWAT challenge on June 26th. Donna added a new geography fieldwork trip on June 5th, requiring additional staff.
 - **Volunteer Status:** Cassy shared that volunteer slots for most school trips are filled, except for the SWAT challenge on June 26th, which still needs volunteers.
 - **Geography Fieldwork:** Donna introduced a new geography fieldwork trip on June 5th at Cadover Bridge, requiring six staff members due to Dartmoor's safety regulations. They are seeking three additional volunteers to join the three teachers already assigned.
 - **Volunteer Coordination:** Cassy will attach the current volunteer list as an appendix to the meeting minutes, allowing everyone to verify their availability and ensure all trips are adequately staffed.
- **Sports Day:** Natasha and Donna discussed plans for Sports Day, including the use of a card machine for payments and the sale of various items like bubble tea, chocolates, and crisps. They confirmed the dates as July 15th and 17th, with a good number of volunteers already signed up.
 - **Payment Methods:** Natasha and Donna confirmed the use of a card machine for payments during Sports Day, ensuring smoother transactions and avoiding IOUs, which were problematic in the past.
 - **Items for Sale:** They discussed selling bubble tea, chocolates, crisps, water, and flavoured water, with the canteen staff providing pasties and sausage rolls, and an ice cream van also present, which will donate a portion of its earnings.
 - **Volunteer Status:** Cassy confirmed that there are eight volunteers for the primary Sports Day on July 15th and seven for the backup date on July 17th, ensuring adequate support for the event.
- **Roller Disco:** Cassy and Clare discussed the roller disco event, including potential dates, costs, and the possibility of running a tuck shop. They plan to gauge interest from the whole school and consider inviting students from other schools to increase attendance.
 - **Event Details:** Cassy shared that the roller disco event would cost £895 plus VAT for facility hire, including skates for up to 200 people and a disco. They are considering running a tuck shop during the event.
 - **Gauging Interest:** They plan to gauge interest from the entire school through a show of hands in tutor groups and potentially extend the invitation to other schools, such as Plympton Academy, to ensure sufficient attendance.

- **Event Timing:** They discussed holding the event in October, possibly with a Halloween theme, to allow new year seven students to settle in and avoid conflicts with other school events like the 11 plus exams.
 - **Bringing a guest:** Laura suggested giving students the opportunity to bring a guest to boost ticket sales, which was supported by Natasha.
- **11 Plus Certificates:** Cassy updated the group on the 11 plus certificates, mentioning the need to reorder materials and check the order form link. Donna will follow up with Shellie on the details and ensure the process is automated.
 - **Reordering Materials:** Cassy mentioned the need to reorder materials for the 11 plus certificates and ensure the order form link is still functional.
 - **Follow-Up:** Donna will follow up with Shellie to confirm the details and ensure the process for ordering 11 plus certificates is automated and ready for the new year seven parents.
- **Charity Walk:** Donna explained that the charity walk on May 25th is organised by the charity itself, and the PTFA can choose to participate, cheer, or donate. Vincent suggested sharing the event details on the WhatsApp group.
 - **Event Participation:** Donna clarified that the charity walk is organised by the charity, and PTFA members can choose to participate, cheer, or donate. Some staff members will be doing the entire walk, while others will join for parts of it.
 - **WhatsApp Sharing:** Vincent suggested sharing the event details on the WhatsApp group to encourage more participation and support from the PTFA community.
- **Seating Area Covering:** Donna discussed the school's plans for a covered seating area, mentioning the high cost of a steel and glass structure and the possibility of a wooden structure with a fabric sail. They are awaiting quotes and considering fundraising options.
 - **Initial Plans:** Donna explained that the initial plan for a steel and glass structure for the seating area was too expensive, with costs ranging from £60,000 to £100,000.
 - **Alternative Options:** They are now considering a more affordable wooden structure with a fabric sail, which is expected to cost around £10,000. They are awaiting quotes for this option.
 - **Fundraising Ideas:** Donna suggested exploring fundraising options, including contacting local businesses for donations or reduced prices on materials, and promoting their contributions in return.
- **AOB:**
 - **PTFA Finances:** Laura and Donna discussed the PTFA's finances, including recent donations and the need to track spending. They also mentioned the potential need for additional funds for the Hummingbird project and the importance of generating more income through events.
 - **Recent Donations:** Laura mentioned that the PTFA recently transferred £4,900 in April and £5,000 in December 2023 to the school and emphasised the need to ensure these funds are being used by the school and not the trust.
 - **Hummingbird Project:** Donna highlighted the need for additional funds for the Hummingbird project, which costs about £3,000 annually for maintenance, travel, and accommodation. They are also supporting a second car, Zantus, and may need extra financial support.
 - **Income Generation:** Laura stressed the importance of generating more income through events to meet the financial demands of ongoing projects and potential new initiatives, such as the seating area covering.

- **Exploring Partnerships:** Natasha suggested including other schools in the trust, or other grammar schools, in our events would generate higher income. Vincent suggested creating a partnership with Plympton Academy for future events. Natasha noted that a precedent had been set by DHSB who keep 100% of the profits of their event despite inviting other schools.
- **School Performance Venue:** Natasha asked for an update about using Plympton Academy for school performances. Donna updated the team that, subject to availability, Plympton Academy would be available to use free of charge. A small charge might apply if the school needs opening early or closing later. Donna also confirmed that the PTFA could run a tuck shop at the performance to bring in additional income.
- **Induction Day:** Donna informed the group about the year 7 induction day on July 3rd, where parents will attend an assembly. The PTFA plans to sell school uniforms and promote their activities during this event.
 - **Event Details:** Donna explained that the year 7 induction day on July 3rd will include an assembly for parents in the afternoon, where the PTFA can promote their activities and sell school uniforms.
 - **Uniform Sales:** Laura mentioned that the PTFA sold a lot of school uniforms during last year's induction day, and they plan to do the same this year to raise funds and engage with new parents.
- **Head Student meeting:** Natasha asked for more information on the head student meeting scheduled for 13th May 2025 at 10:05 via Teams. Cassy explained that it was a chance to hear from the student voice, and potentially a good opportunity to test the roller disco idea as well as others.
- **Grant Opportunities:** Laura mentioned a grant opportunity for PTAs and schools, suggesting that they look into local businesses for potential funding. Cassy and Laura agreed to explore these options further.
- **Christmas Raffle:** Laura mentioned that we left it too late last year to fundraise with a Christmas raffle and suggested we start approaching businesses for donations of prizes in the new school year. Natasha said this would be added to the agenda for the next meeting.
- **Next meeting:** The next meeting was planned to be in person 1st July 2025 at the school. Cassy expressed a desire for this to be virtual. Clare will not be present at all. Laura will only be able to attend virtually. It was agreed to make the next meeting a virtual meeting, with the first meeting of the new school year to be held in person.
- **Thanks:** Natasha closed the meeting and thanked everyone for their participation and support, noting that the group seems more organised. She expressed hope that this sentiment is shared and mentioned the next meeting will be at the beginning of July.

ACTIONS

1. **Curriculum Enrichment Week:** Put out a request on the WhatsApp group for volunteers for the Curriculum Enrichment Week events. (Cassy)
2. **Curriculum Enrichment Week:** Request more information from Miss Noble regarding the hours and days needed for volunteers for the Curriculum Enrichment Week. (Natasha)
3. **School Trips:** Attach the current list of volunteers for school trips as an appendix to the minutes and share it with everyone. (Cassy) ✓
4. **School Trips:** Send out a request on the WhatsApp group for volunteers for the SWAT challenge on the 26th of June. (Cassy)

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5. **Sports Day:** Check the stock in the cupboard for bubble tea and other items to determine if more stock is needed for Sports Day. (Natasha)
 6. **Roller Disco:** Send an expression of interest survey to the whole school to gauge interest in a Halloween-themed roller disco in October. (Donna)
 7. **11 Plus Certificates:** Chase Shellie for a response regarding the details and order form for the 11 Plus certificates. (Donna)
 8. **11 Plus Certificates:** Order replacement stock materials for delivery to Liz Hore (Cassy)
 9. **11 Plus Certificates:** Investigate any charges associated with ParentPay payments, and inform PTFA when new parent accounts are set up (Donna)
 10. **11 Plus Certificates:** Respond to Miss Barker's request for information (Laura)
 11. **Charity Walk:** Send the link for donations to the charity walk to the PTFA members and share it on the WhatsApp group. (Donna)
 12. **Seating Area Covering:** Confirm that the money detailed by Laura that has been sent over to the school has been spent by the school and not the trust, with a breakdown of purchases and costs. (Donna)
 13. **Seating Area Covering:** Send out a request on the WhatsApp group to see if anyone has any contacts who can support in any way with this project. (Cassy)
 14. **AOB: (Duplicate)** Submit Hummingbird funding request. (Mr Thackray)
 15. **AOB:** Submit financial report. (Laura)
 16. **AOB:** Reach out to Plympton Academy to explore collaboration / partnership opportunities (Vincent)
 17. **AOB:** Confirm PTFA can be present at the induction meeting 3rd July 2025. (Donna)
 18. **AOB:** Send out a request on the WhatsApp group for volunteers for the induction event 3rd July 2025. (Cassy)
 19. **AOB:** Discuss roller disco and other ideas with Head Student team. (Natasha)
 20. **AOB:** Send out a request on the WhatsApp group for volunteers to do grant submissions and reaching out to local businesses. (Cassy)
 21. **AOB:** Check if donation from PWC was a one-off or annual donation. (Cassy)
 22. **AOB:** Add Christmas Raffle to agenda for next meeting. (Natasha)
 23. **AOB:** Schedule next meeting 1st July as virtual meeting. (Cassy)
 24. **AOB:** Suggest dates, times and venue for face-to-face meeting kick off academic year 2025/2026. (Vincent)

NEXT MEETING

1st July 2025 (virtual) – agenda to be confirmed.

APPENDIX – VOLUNTEERS

Event	Date	Sent in WhatsApp?	Volunteers	Not available
Sports Day	15th July 2025	📅 11/03/2025 09:40	Cassy Freeman Laura Fox Vincent Onakpome Simon Thorpe Natasha Vanstone Angafa-a Tony Luci Barber	Clare Walsh
Sports Day Reserve	17th July 2025	📅 11/03/2025 09:40	Cassy Freeman Laura Fox Simon Thorpe Natasha Vanstone Angafa-a Tony Luci Barber	Clare Walsh Vincent Onakpome
11+ Practice Exam Plymouth High School for Girls - 11+ Practice Exam	Saturday 5 th July 8am to 12.00 approximately	📅 12/03/2025 12:20	Cassy Freeman Laura Fox Vincent Onakpome Austen	Natasha Vanstone Nicola Cherrett Vic Harding Emma Jordan
11+ Exam One	Saturday 13 th September 8am to 10.45 approximately	📅 12/03/2025 12:20	Laura Fox Natasha Vanstone Nicola Cherrett Vincent Onakpome	Cassy Freeman Vic Harding Austen Emma Jordan
11+ Exam Two	Saturday 20 th September 8am to 10.45 approximately	📅 12/03/2025 12:20	Cassy Freeman Laura Fox Natasha Vanstone Nicola Cherrett Vincent Onakpome	Vic Harding Emma Jordan

			Austen Ferguson	
School Performance	TBC			
University Search Fair at Exeter University	2 April 2025 - All Day	📅 26/03/2025 14:30	✉ Emma Jordan	Natasha Vanstone Cassy Freeman Simon Thorpe Austen Nicola Cherrett Clare Walsh Laura Fox
Chitty Chitty Bang Bang at Theatre Royal	8 May 2025 - PM	📅 26/03/2025 14:30	✉ Emma Jordan ✉ Angafa-a ✉ Anhela Morton	Natasha Vanstone Cassy Freeman Simon Thorpe Austen Nicola Cherrett Clare Walsh Laura Fox
Holocaust Exhibition, Imperial War Museum and London Eye Experience in London	6 June 2025 - All Day	📅 26/03/2025 14:30	✉ Laura Fox ✉ Angafa-a	Emma Jordan Natasha Vanstone Cassy Freeman Simon Thorpe Austen Nicola Cherrett Clare Walsh
Holocaust Exhibition, Imperial War Museum and London Eye Experience in London	13 June 2025 - All Day	📅 26/03/2025 14:30	✉ Laura Fox ✉ Angafa-a ✉ Claire Hein	Emma Jordan Natasha Vanstone Cassy Freeman Simon Thorpe Austen Nicola Cherrett Clare Walsh

SWAT Challenge Cup at Exeter University	26 June 2025 - All Day	📅 26/03/2025 14:30		Emma Jordan Natasha Vanstone Cassy Freeman Simon Thorpe Austen Nicola Cherrett Clare Walsh Laura Fox
Year 7 team building	First week of September	📅 26/03/2025 14:30	✉ Angafa-a	Emma Jordan Natasha Vanstone Cassy Freeman Simon Thorpe Austen Nicola Cherrett Clare Walsh Laura Fox
Geography Field Work	5th June All day Cadover Bridge			