

# PTFA MEETING MINUTES

**Date:** 9<sup>th</sup> September 2025 – Annual General Meeting

**Time:** 5:00 PM @ PHSG

**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	Clare Walsh	CW
Simon Underdown	SU	Alex Nica	AN
Donna Roughton	DR	Mark Huxham	MH

## APPROVAL OF MINUTES


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

## MEETING AGENDA

1. Welcome to new members
2. Nominations / election of committee roles
3. 2024 accounts
4. Outdoor shelter
5. 11+ exam support 13th & 20th Sept
6. Open evening 18th sept
7. Roller disco 25th Oct
8. Thorpe Park
9. Wicked part 2 (release date 21st Nov)
10. Xmas raffle
11. CAMP
12. Date of next meeting

## MINUTES

1. **Welcome to new members:** NV welcomed everyone and read VO speech (appendix) thanking everyone for support and collaboration. AN and MH introduced themselves as new members of the PTFA. AN has a daughter in year 10 and MH has a daughter in year 7. NV introduced existing board members of the PTFA to new members.
2. **Nominations / election of committee roles:** LB was nominated by NV to chair the committee. All in attendance supported the decision. LF self-nominated to continue in the role of treasurer with all in attendance supporting the decision. CF self-nominated to continue in the role of secretary with all in attendance supporting the decision. NV offered her continued support to board members.
3. **2024 accounts:** LF explained that accounts have fallen Jan - Dec. Time lag between reporting. We are reporting on where the PTFA got up to for the 31st of Dec then can talk about activities since then. 2024 quieter year - less activities - quite a big push in Autumn 2023. Sports day in summer term. Overall income £8132 of which significant proportion was donations straight to the school (parent funding). Overall costs £3603 - profit £4470. Transferred 2025 to the school. Exited the year with ~£12k. Still outstanding the backdating of gift aid for the parent funding. Cannot gift aid parent pay - needs to be revisited. CF asked if this was an opportunity now to make payment direct to the bank now and gift aid form with move to Arbor which SU considered. SU took an action to investigate the options on Arbor. LF explained preference is direct payment to bank but wouldn't want to miss out on money if move away from Arbor and parents don't like the switch. MH said he did a gift aid form at the beginning. LF said the school do send them in batches and they are valid for 6 years. Agreement on the accounts confirmed in the meeting with LF taking an action to send the accounts over for completion of the minutes.
  - Total current - income PTFA a/c £1709 expenditure £4870. Sounds like a lot but majority of that is donations from the school fund and all approved requests
    - Library beanbags
    - PE dept equipment
    - Sixth form reward programme
  - Income generation:
    - School uniform £130
    - PWC donation
    - Easyfunding a/c (historic)
    - 11+ certificates
    - Sports day £300+ profit
    - Roller disco money is coming in - spent over £1k on the disco, as of last night £340 in ticket sales paid
  - School fund: £4700 paid out at beginning 2025. Receipts in this year ~£1k. Balance £954
4. **Outdoor Shelter:** SU explained that Plymouth city council have said we need full planning for a temporary shelter. Need architectural drawings for council to say yes/no to the request. In the process of organising an architect to come and do the drawings. SU thinks this will help with revenue generation. Once we have the drawings can communicate to the parents - donations specific for this thing. Seeing the drawing and how nice it looks and how great it will be. NV said she knew an ex PHSG student doing architecture who might be able to help. SU said would need to be a VAT registered service. NV took an action to enquire about this. SU stated that as



soon as have the drawings will invite the council to look at the drawings and make a decision from planning and listing perspective (as anything on the site becomes listed). If planning say yes, then can go to parents with costs and design, communication to include how much the PTFA and trust have donated and what is left. CF questioned if funding was required believing the quoted costs to have been covered by previous donations and took an action to check latest correspondence on this. SU mentioned that there will be additional costs for planning etc. Anything else left money wise would be for use on additional outside furniture.

5. **11+ exam support 13<sup>th</sup> and 20<sup>th</sup> Sept:** Volunteers have been communicated with by the school and know where and when they should be in place. There is only one volunteer available for the tuck shop as rest are invigilating. SU and DR agreed to NV request to erect gazebo as the weather is predicted to be poor. AN volunteered to support at 11+ event and help at the tuck shop. CF took an action to notify the school of additional volunteer. High-vis jackets are in DR office and SU said it's nice for the PTFA to be visible and give community feel on the day.
6. **Open evening 18<sup>th</sup> Sept:** NV enquired if the school wanted PTFA presence at the open evening. DR confirmed there was a room (Room 1) available for the PTFA to operate from. NV and LB agreed to attend and give out sweets again. LB noted that the banner is still missing. CF took action to see who else could support the event.
7. **Roller disco 25<sup>th</sup> Oct:** NV mentioned that her daughter in year 7 remarked that not many students knew about the event. SU asked members to encourage students to read newsletter. NV requested addition of posters around the school to advertise the event. CF mentioned that despite selling 34 tickets, we need to push more as need 100 sales to break even on cost. DR took action to push this message with form tutors. CW and LB offered support with admin for CF and the event. Ratio for volunteers is 1:20 so CF took an action to ensure enough volunteers and create a breakout group for the event. CF mentioned the prize for best dressed needs an owner which will be discussed in the breakout group.
8. **Thorpe Park:** NV took an action in last meeting to investigate Thorpe Park trip for Year 12 and 13 in October 2025 as a request from the head student team. Early investigations show that it would be possible if someone could own the event as NV is unavailable on the chosen date of 17<sup>th</sup> October. Team agreed would need to advertise very soon. DR suggested using existing relationship with Tamar Coaches to quote for travel and put together package for students. DR took an action to share the details (**complete**). CW believed that we could negotiate on price with Thorpe Park (original quote £34 per student). CW stated she would be happy to take the reins if we can get enough volunteers to support. CF took an action to ask on the group for volunteers. SU took an action to ask governors as they have previously helped with the Imperial War Museum trip. SU was reluctant to ask for parent volunteers as DBS checks can take time and might not come through – going without a DBS check is not an option. NV suggested limiting the trip to one coach to reduce numbers required for ratio. SU agreed this would be a nice activity for the students new and existing and that the timing works well.
9. **Wicked Part 2 (release date 21<sup>st</sup> Nov):** Cinema event for Wicked Part 2 - 21<sup>st</sup> Nov. NV had contact with Vue - spoke to manager must go to head office. Came back with generic offers. Will only work if we offer the event around the release date otherwise people would have seen it. £6.99 per ticket. Would need to buy food on top. Does not guarantee private screening. NV thinks could agree with the local cinema. Don't think we could advertise as private event. SU thinks they will have really enjoy it. DR said it is PG13 - suggests movie contains content that might not be suitable. Parent discretion. Get agreement from parents on ticket order form.
10. **Xmas Raffle:** Agreed want to do this and everyone urged to ask for donations. LF said best to divide and conquer.
11. **CAMP:** DR will trawl for the mince pie donations. PTFA will volunteer for refreshments. DR ask canteen staff if we can use their stuff. SU asked is it better that they come in have their mince pie and warm drink. No interval. DR took an action to talk to Christie about it to remove the

interval. SU likes the idea of the social element at the beginning of the event. Arrival from 30 mins before for example suggested by LF. DR said currently planned to start at 5pm. Now suggest arriving from 5pm and hard start at 5.30pm. Mince pie donations from parents. Cost of coffee and tea to be covered by the PTFA. LF / LB said the hot chocolate was so popular. The year before last the catering team did a big vat of hot chocolate which was much nicer. DR took an action to ask the catering team about hot chocolate / use of equipment for LF to make it herself.

12. **Date of next meeting:** LF stated that we have a lot coming up - think it needs to be monthly for a moment. Online sessions. Breakout groups for each of the events on WhatsApp too. 2 events in October and 1 in November. 7th October - remote - 6pm-7pm. LF won't be available but agreed no finance report needed. CF took an action to create a Microsoft Teams meeting link. SU took an action to share the meeting information with parents. NV mentioned we had apologies for the AGM as a flurry before we started today. SU agreed the meeting in person is tricky on site with parking and timing.

### 13. Any Other Business (AOB):

- **Hummingbird:** SU asked for rolling support Hummingbird in the last meeting, but the team did not ask for the funding. SU is trying to get the team to the final (Goodwood), but they will need financial support. Would like £3k. LF stated we had not agreed £3k when discussing rolling support. SU took an action to complete the fundraising request for Hummingbird for sharing and voting with the PTFA members as per the standard process
- **Reflections:**
  - **SU:** Thanked existing members and new members. Work that the current PTFA have been doing is so much more than what happened before. Difference is about doing things the students will find fun. It is about raising money but fun for our young people. PTFA stands for raising money and doing something a bit different - doing things students wouldn't normally get to experience. All the things we have heard this evening have been about fun. Even the shelters. Parents of new year 7s will think it's worthwhile making investment as will have it available for their children for the coming 7 years. SU encouraged all members to encourage friends to join and hopefully more people will come along to the meeting on 7th October.
  - **DR:** Sports day went well - lots of queues - well appreciated by the girls. LB said requests for tea and coffee for the staff next year.
  - **VO:** Thank you for everyone - worked out well as he must take time off for a year to support family. Still part of the team and will support LB. Worked out well timewise to step down. Glad took up the challenge to start the PTFA in the beginning. Willing people to drive things. Really glad and happy we have capable hands to take on the reins and take us higher. Thanked SU and the school for the support for parents and students for their time and the rapport. Exciting and enjoyable. We keep serving.

## ACTIONS

**2024 Accounts:** Gift aid claims for parent donations (present and historical). (LF)


**2024 Accounts:** Look at options for parent donations and gift aid with Arbor (SU)

**2024 Accounts:** Send accounts for inclusion in meeting minutes. (LF)

**Outdoor Shelter:** Enquire with architect about drawings for shelter. (NV)

**Outdoor Shelter:** Resend latest correspondence on funding for shelter. (CF)

**11+ Exam Support:** Notify of additional volunteers to school. (CF)



**Open Evening:** Ask the group for volunteers. (CF)

**Roller Disco:** Ask tutors to remind students about the event. (DR)

**Roller Disco:** Create breakout group for confirmed volunteers. (CF)

**Thorpe Park:** Ask the group for volunteers. (CF)

**Thorpe Park:** Ask the governors for volunteers. (SU)

**Thorpe Park:** Send Tamar Coaches contact details. (DR) – COMPLETED

**Xmas Raffle:** Request prize donations. (ALL)

**CAMP:** Discuss with Christie change to format to remove interval. (DR)

**CAMP:** Request use of canteen equipment for CAMP. (DR)

**CAMP:** Enquire about hot chocolate. (DR)

**CAMP:** Request mince pie donations from parents. (DR)

**Date of next meeting:** Create Teams meeting link for the online meeting and share with SU. (CF)

**Date of next meeting:** Share meeting details and link with parents ahead of meeting. (SU)

**AOB:** Complete and send fundraising request form for Hummingbird. (SU)

## **NEXT MEETING**

7<sup>th</sup> October 2025 (Online) @ 6pm – agenda to be confirmed.

## APPENDIX – VUE CORRESPONDENCE

Please find below the options that we can offer

1. **Private hire** -
  1. VUE Plymouth
  2. Screen **11: 84 seats**
  3. Screen hire: **£588 + VAT**
  4. Subject to availability

2. **Group booking** - in terms of the ticket price, this will depend on dates, timings and film you want to see, but see below some information that might be helpful:

Ticket price at **VUE Plymouth**:

As of today, the **usual ticket price starts from £6.99** for both adults and children

1. Applicable for new releases
2. We do offer one ticket complimentary for every ten purchased

- **Special school group rate - £3.99:**

1. Applicable for a film that has been released for at least 2 weeks from the date of your booking
2. The group needs to be at least ten people
3. For every ten paid tickets is one ticket complimentary
4. Valid for shows that start from 09:00 to 14:00
5. Not applicable during school holidays, bank holidays or weekends

**School booking retail package - £6.99 (Ticket + Kids Combo)**

1. **Kids Combo Option 1: 250ml water, 50g popcorn and 1 x 16g Haribo**
  2. **Kids Combo Option 2: 250ml water, 50g popcorn and 1 x Milky Way bar**
- 
1. The group needs to be at least ten people
  2. All orders need to be confirmed at least 2 weeks before the booking
  3. These need to be prepaid
  4. Once the order is confirmed, we can't make any changes to the items and numbers of the school booking retail package
  5. Applicable for a film that has been released for at least 2 weeks from the date of your booking
  6. Valid for shows that start from 09:00 to 14:00
  7. Not applicable during school holidays, bank holidays or weekends
  8. Kids Combos don't apply to complimentary tickets

**Please note:**

- Tickets are non-refundable once booked
- There will be trailers and ads before the film
- This is not for a private and you may have other groups joining you
- You may be denied entry to the screen after the film has started in case of late arrival
- We will not be able to restart the film in case the group is late



## APPENDIX – WELCOME SPEECH (VINCENT)

PTFA Chair AGM Speech

Good evening, everyone,

Thank you all for being here today and for your continued support of our school community. It's been a year of growth, collaboration, and meaningful impact and I'm proud of what we've achieved together.

From successful fundraising events to strengthening our ties with staff and families, the PTA has worked hard to ensure every initiative reflects our shared values: inclusion, creativity, and care. I'd like to especially thank our volunteers and committee members, your time and energy have made all the difference.

As we look ahead, our focus remains on enhancing student experiences, supporting staff, and building even stronger community connections. I invite each of you to bring your ideas, your voices, and your enthusiasm into the year ahead.

Together, we can continue to make this school not just a place of learning, but a place of belonging. Thank you.

Vincent Onakpome

Chair

## APPENDIX – FINANCE REPORT (AWAITING)