

PHSG PTFA

🏠 Location: PHSG
📅 Date: 13/10/2026
🕒 Time: 16:00

Attendees

Luci Barber (LB)	Simon Underdown (SU)	Nicola Miller (NM)*	Laura Fox (LF)
Vivienne Fry (VF)	Donna Roughton (DR)	Cassy Freeman (CF)	Jen Foster (JF)*
Clare Walsh (CW)			

Meeting Minutes

Chair Report

Welcome from LB to everyone and new members.

Apologies from those notifying us of absence from the meeting

📍 CF check with members of WhatsApp group if still want to be in it - deadline of Friday 16th October before adding new members

Thank you to everyone in the room and PTFA for the last year - successful year - thanks for time and energy especially to those digging in. Halloween roller disco, private screening of ELF, supporting CAMP and Sports Day and school trip volunteers. Really positive.

Funds have gone to new camera equipment, resources for library, continue to bulk the pot of money for bigger projects. Thanks to all volunteers and school - nice to work together and enhance student experience. Great to see new faces. Welcome new ideas and opportunities.

SU - super grateful to the PTFA and presence across range of events. Really noticeable and super grateful. PTFA doing fun things. Roller disco. Bean bags in library. Bubble tea. Really nice for work we do to translate into fun things for the girls.

LF - open day we were asked about the roller disco a lot. SU likes the cinema trips - that they are in there together. They loved the Taylor Swift. LB said we could look to see if something similar.

Finance report - Laura

Financial report included at the end of the minutes.

Briefing to new members. LF has been treasurer for a few years. Run a couple of different bank accounts. One savings account when parents make one-off donations - standing orders etc - that goes into a pot. Not money we use for buying things - it's school money and up to school when that gets drawn down.

Main bank account - Jan to Dec position. YTD on first page is main bank account - first section how much incoming and expenses out. Balance at the bottom - what we have to buy things as and when the teachers make requests and keep money there to run events. Good place £7k+ at the moment - big drivers have been sports day, lottery and 11+ certificates which go down really well every year and make a big effort to make them a nice certificate. Modest price for how nice they are.

In terms of school fund account for SU/DR attention £2.6k+ which you asked us to hold for outdoor works.

SU - suggestion for income. Might be tricky to manage. Some colleagues have boys at the boys school where they have a frame for photos. £2 per picture? Cover the cost of the nice paper and printing that goes into it. JF suggested may be nice at an event. Photobooth option at an event. NM asked about the trips DHSB put on. SU covered off why this is not a PHSG event as we don't run or staff it. DR - Photo booth at sports day might work well. VF suggested they are quite cheap to procure. LB suggested we think further on this. Sports day would make a lot of money with photos in theory. VF asked if can use a website - would they be allowed or would we need to print inhouse? CF suggested would need consent on there.

🎯 Consider the use of photo booth

CF said that the lottery is an easy money maker and would like to have it included more regularly in the newsletter. VF said she missed the info about the lottery. SU write to parents every Friday. CF mentioned that around 20% of winners donate back to the school.

🎯 CF share stats on winners and donating back

🎯 DR zhuzh it up and put in the newsletter

🎯 DR get this regularly into the newsletter

Election of committee

LB gave overview of the roles to those present. CF asked if anyone present would like to consider one of these permissions.

- Chair - Luci Barber put forward and seconded by all
- Treasurer - Laura put forward and seconded by all
- Secretary - Cassy put forward and seconded by all

CF said NV is key board member, and everyone agreed does a lot to support

Social media - Facebook page and school website page. LB asked if we can't use PTFA member can we explore an older student as a side project - liaising with us. Is that an experience we could look at? Boost CV? Not heavily involved. CF said DHSB social media is very good.

🎯 CF check on moderation settings for Facebook

🎯 DR/SU to discuss with Kate Taylor (media studies) - agreed would be a good experience. Might feel special working with parents.

LF said be good to start posting about donations etc and have someone on site who can take authorised photos. SU asked which platforms should be in use. Could link the accounts. LB be good to have photos for the postings.

Funding bids from teachers

LB said teachers not always aware. Formalise the submissions with some deadlines. SU briefing twice a week.

🎯 CF send through the deadlines to Stephanie to get briefing on Monday.

CW said bids come through in isolation. Could rank and prioritise. DR suggest launch after the half term.

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CF asked if we can make the process electronic and automated. SU not at all wedded to current format and was OK with this approach.

🎯 CF automate this process and build reporting

LF mentioned the request for Oxbridge exams and we said no in favour of decorating the sixth form but not heard back. DR said donations from Plymouth Uni. SU said the successful bids are the ones with large impact. PTFA would rather support bids with larger numbers.

LB said no bids from library in a while.

CF said to consider students who have never benefitted

Carols and Mince Pies (CAMP) Event

Held near Xmas. PTFA support service refreshments. Monday 7th December 2026.

🎯 CF Request for volunteers on WhatsApp

🎯 DR request mince pies

🎯 PTFA sort out tea / coffee / hot chocolate

🎯 Canteen will do big VAT of hot choc

DR and LF agreed that serving refreshments before the show worked well last year and will do it again in this format.

Adrenalin event

Risk assessment provider has moved to Devon County Council - 3 weeks required before the event at least

Rent out adrenalin private use - back and forth on risk assessments - awaiting paperwork

🎯 CF chase them for a response

Work around 3 week risk assessment process is catered for

🎯 SU confirm if we need names for an event three weeks in advance

Thorpe Park

Spoke about this previously for the sixth formers. Do we want to pursue it - would have to be spring as will be closing soon for winter.

CW did all the costings based on 1:20 ratio but it's now 1:15. Feasible - can look at when it opens.

DR said can ask staff and governors to volunteer. Have to be DBS checked. All governors are already checked.

NM asked if there is a bank of volunteers. DR said we have a small bank of people. JF is DBS cleared at another organisation but that does not transfer and would need to be done again.

Opens around Easter we think. Plan around that. Late March 2027 - final Friday of the month.

LB asked about clashes with holidays - what happens for year12/.13. Before and during would be fine but after easter straight into exams and study leave.

March 26th 2027 break up (good Friday) and then two weeks off.

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LF need to think about number of coaches and costings.

🎯 CW Update costings and plan for that Easter

CW went to about five coach companies - depended on size of coach. It wasn't Tamar.

DR said we now use RideTandem

🎯 DR will introduce CW to RideTandem

AOB

iHasco

CF mentioned that feedback from members of the team is that the training is so long. SU said it is for compliance regulations. LF suggested it may be off-putting for members of the PTFA and may deter involvement.

🎯 SU check with compliance lead for the minimum

🎯 SU check if certificates from other organisations can be considered as compliant

LF says a lot of it is repeated with her company and a lot of overlap.

DBS Checks

SU student young person safety is key hence the DBS.

NM asked if DBS required for CAMP volunteers and offered to drum up some business.

Open question from SU: Are the PTFA all DBS checked at DHSB and DHSG?

🎯 CF ask member of DHSB PTFA about DBS checks there

NM noted that the ratios in her previous role - DBS ratio as opposed to volunteers.

CW noted that Alton Towers just recruits volunteers from parents but not all DBS checked.

LF added that this is why 6th formers only Alton Towers as lower risk and won't be hijacked by younger ones.

Alternative trips and events

LF would be nice to do Woodlands for the younger ones

CW the arts theatre were wonderful. They can get anything but cheaper with library. Lovely to work with.

🎯 CW/LF reach out to arts theatre see if we can do another Xmas event

Next meeting

Virtual Teams meeting to be held 12th November 2026 @ 6pm

🎯 CF send the invite via Teams

🎯 SU/DR add to newsletter for new attendees

Actions

1. CF check with members of WhatsApp group if still want to be in it - deadline of Friday 16th October before adding new members
2. PTFA Consider the use of photo booth
3. CF share stats on winners and donating back
4. DR zhuzh it up and put in the newsletter
5. DR get this regularly into the newsletter
6. CF check on moderation settings for Facebook
7. DR/SU to discuss with Kate Taylor (media studies) - agreed would be a good experience. Might feel special working with parents.
8. CF send through the deadlines to Stephanie to get briefing on Monday.
9. CF automate this process and build reporting
10. CF Request for volunteers on WhatsApp
11. DR request mince pies
12. PTFA sort out tea / coffee / hot chocolate
13. Canteen will do big VAT of hot choc
14. CF chase them for a response
15. SU confirm if we need names for an event three weeks in advance
16. CW Update costings and plan for that Easter
17. DR will introduce CW to RideTandem
18. SU check with compliance lead for the minimum
19. SU check if certificates from other organisations can be considered as compliant
20. CF ask member of DHSB PTFA about DBS checks there
21. CW/LF reach out to arts theatre see if we can do another Xmas event
22. CF send the invite via Teams
23. SU/DR add to newsletter for new attendees

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Finance Report

PLYMOUTH HIGH SCHOOL FOR GIRLS PTFA

TREASURERS REPORT

1 January – 13 October 2026

Income Year to Date

Waitrose Donation	£500
Easy Funding	£41.88
Lottery	£671.55
Event Takings (incl Sports Day)	£457.27
11+ Certificates	£830
Total Income	£2,500.70

Expenditure Year to Date

Parentkind	(£171)
Bank Charges	(£1.38)
Lottery Licence	(£20)
11+ Certificate Expenses	(£81.27)
Event Supplies (incl Sports Day)	(£180)
Total Expenditure	(£453.65)

Pipeline:

Petty Cash	£80.25
Total Pipeline	£0

Bank Balance as at 01.01.2026	£5,021.25
Bank Balance as at 13.10.2026	£7,068.30
Plus petty cash	£80.25
Balance	£7,148.55

School Fund Account

Balance 01.01.26	£234.32
Receipts	£2,373
Payments made to school	£0
Balance 13.10.26	£2,607.32

Note: Transfer of funds of £873 from Thinking Schools Trust for parent donations made through Arbor