

# MINUTES

## Hatherleigh School PTFA

11 September 2017 3.30pm

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### In Attendance

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Donna Lewis(Chair), Dana Butchers (Vice Chair), Lynn Duthaler (Secretary), Val Murrin (Treasurer), Ginny Pester (Vice Treasurer) Anita Pearce, Jo Pullin, Louise Bater, Kate Brooks, Linda King, Katie Bennett, Natalie Moss, Caroline Boothe

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### Approval of Minutes

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The minutes were read from the meeting of 19<sup>th</sup> June 2017 and approved.

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### Treasurer's Report

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Balance in accounts:- Reserve account	£232.98
Current account	£2871.00

See attached report for further details of income and expenditure.

Jo asked how much the school disco made. Val advised that we hadn't received the money to date but it was agreed that it should be paid into the Current accounts as it was borrowed from there last month. Caroline advised it was over £200 and had been documented in a weekly newsletter at the end of the last school year

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### Changes

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Donna advised that since the change of committee there had been some confusion between how things were done previously. The changeover had not been as smooth as it could have been and the new committee member, despite several requests had still not received all documentation from the previous committee. Therefore, there had been some issues around arrangements for the summer fete.

As a committee, we would like to communicate better and a discussion took place around how best to engage with new parents and to try and encourage some new faces, not necessarily to meetings but with event planning and running.

Suggestions were

- To revamp a display board used in previous years showing what we do and have provided with the money raised.
- To place some information in the new starter packs and to include the lottery in this too. To give a small introduction at new parents' meetings in the summer term
- Informal coffee mornings
- To attend parent's evenings (possibly provide tea and coffee)
- Regular newsletters.
- Facebook page

Caroline requested that the minutes be emailed to Heather so that the Governors can be kept up to date as she had been giving verbal reports. It was agreed that they should also be added to the school website and newsletters.

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## Event Planning

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Donna would like to try to plan dates for events for the whole school year in advance so that parents know what will be happening. Caroline suggested letting parents know of the lead organizer for each event so that they know who to contact with offers and queries.

**Summer Fete** To be held 14<sup>th</sup> July 2018 A discussion took place around the summer fete and whether we should continue with the family fun day or to revert to an after-school event as there had been mixed feelings. It was also felt that it wasn't fair to expect teachers, especially those that lived out of town, to give up their Saturday to help. It was agreed to continue you with the Saturday afternoon but not expect help from teachers unless they offered. There was also mixed feeling about whether to charge on the door and it was decided that we should try free entry next time but to increase the raffle ticket price. Also, to work on the raffle earlier to try and get some big prizes and then sell tickets in advance. Could we also discuss dates with the ballet school and other functions held around the same date so that they do no clash.

**Christmas Shopping.** To be held on 22<sup>nd</sup> November 6-9pm at the Community Centre. Preparations are underway. Donna to order draw books to go home with children before event. Prizes include 4 tickets for the polar express, £50 voucher for the Tally Ho, a 3 month membership at Parklands Leisure Centre and lots more. The school and Gospel Choir to attend. The Reindeers sadly passed away but has some new ones so a possibility. Stall holders are booking in. Waitrose will donate some mince pies and we have wine left over from the summer fete. Need to sort a volunteer for Santa and a helper and presents.

**Christmas Fayre** to be held on Friday 8<sup>th</sup> December. Lynn offered to organize and the school will do a non-uniform day and ask for sweet treats again.

**Medieval Banquet.** 29<sup>th</sup> September. 7.30pm There is a meeting tomorrow to go through a few things. There will be a hog roast and medieval style buffet. A court jester and Lady in waiting and Bad Barry the butcher. Does anyone have any decorations, props, suitable serving dishes etc. Louise, Val, Lynn, Linda, Katie and Jo all offered help. Cindy has been making pig heads with the afterschool club. Further details to go out asap.

**Bingo nights** It was agreed that these had been great events in the past. Ask Hayley and Judith if they would be prepared to run again especially at Easter time.

**Discos** could we hold a Halloween, a Valentines and a Summer Beach Party themed discos? Ask if the lady who organized the last one would like to help organize with us.

Caroline advised that she had not heard anything further about a quiz night in Exbourne so will see if she can find out anymore.

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## Christmas Cards

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Lynn advised that she had been looking into Christmas card projects and wondered if it was something that the school would like to do. She showed a few examples and advised that she would be happy to take the lead and liaise with the school. Children would design in class and be sent home to parents to order if they wished. There are several options not just Christmas cards. It was agreed to give it a try. Lynn to arrange.

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## Spending

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Donna asked if the school had any plans on what they would like the PTFA to provide this academic year. Caroline advised they would like to revamp the EYFS outdoor area and another outdoor area by Hawthorns classroom. It was agreed that the Money received from the Co-op local causes could be used for this.

There would be the book vouchers for year six leavers and it was agreed that the PTFA would provide £15 per child towards activities. This could be reviewed at a later day and possibly increased if funds allowed

There may possibly some entertainment at Christmas for the children but nothing finalized as Caroline to consider other options first.

Donna advised of some Lego workshops and Whizz pop whom she felt would be good for extra curricular week.

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## Next Meeting

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13 November 2017 3.30pm

Meeting closed at 4.45pm