

**PTFA**  
**Notes of the Meeting**  
**25 September 2018**

**Attendees:** Phyrne Tonge, Katie Francombe, Karina Balado, Wendy Tunsall, Sandra Sargent, Alison Eve, Amanda Parker, Jane Ireland-Carson

**Apologies for absence:** Sarah Machin.

**Database** - JA to add Karina, Katie, Phyrne to the database.

**Minutes of the Last Meeting:**

These will be reviewed at the next meeting so that this meeting can concentrate on the Craft Fair.

**Minutes** - circulate to all meeting attendees

PTFA have a page on the school website. It is okay to ask Hannah to update the facebook page - Katie to clarify.

Phyrne to talk to Sarah re putting notifications on facebook.

**Governance**

Karina has done a draft of the new constitution and will circulate prior to the next meeting

Karina to send a thank you card to Nikki Able for all the support given to the PTFA

**AGM**

Wendy (Treasurer) and Jane (Secretary) would like to stand down at the next AGM although happy to support a new Treasurer/Secretary with the Craft Fair. Date of the next meeting is 30th October at 6.30pm to discuss Craft Fair and then AGM to start at 7.30pm. Karina to put an advert for new Officers in the next Bulletin.

**Funding Requests**

**1. Art and Design: Request for cameras for £1500.** 4 cameras and 2 lenses for DoE and use by all other departments. There is currently no school camera to be taken out and about to events. **Agreed - £750 for 2 cameras and 2 lenses.** Come back in February for a further 2 or additional equipment if necessary.

**2. Display Art, Languages and Design. £100 for paint - agreed**

**3. Book and Film Club - has been well attended - £300 agreed**

**Craft Fair**

**Manual**

Wendy has done catering guidance.

Sandra has completed Tombola guidance.

Google docs - if all sections were uploaded it can be accessed by all. Agreed that it will currently stay as a word doc.

**Leads for each of the areas/elements of the Craft Fair:**

**Tombola - Sandra and Phyrne to co-ordinate with support from Flo. Phyrne to organise and recruit student volunteers.**

**Katie to organise room on the Friday and request to pupils for tombola prizes.**

**Sandra to do piece for the Bulletin.**

**Music - Karina and Katie to liaise.**

Has to be co-ordinated through SLT if want music.

**Refreshments: Wendy and Amanda to co-ordinate.**

Wendy to do ordering.

Have Wendy's guidance notes available on the day.

Wendy to cook baking paper for the trays in advance.

JA to do dishwasher training with Wendy.

All to seek 5 people each to bake cakes.

**Stall bookings**

Phryne still taking bookings. Adverts going out to Primary and Secondary Schools to promote the date.

Sarah doing Parish Newsletters.

Some enquires have gone to school. Helen to forward enquiries to Phryne.

Confirmation letters to be sent out tomorrow.

**Car parking - Phryne to organise.** Site staff have said that they will do a briefing to volunteers in the morning.

**Exe Valley Brewery could run a bar. Phryne to discuss with Tony.**

**Children's Activities** - decision not to offer these this year.

**Phryne to do a notice in the Bulletin asking for cakes and help on the day.**

**JA to check PTFA email and Phryne to check Facebook for responses.**

**11th October - prospective parents evening. Phryne and JA to attend.**

**Year 7 parents evening - Katie to produce slips on the tutor's tables to promote PTFA.**

**Date of Next Meeting - Tuesday 30th October at 6.30pm**

