



Plympton St Maurice Primary School – PTFA Committee

Notes & Actions

Date & Venue: 25th January 2019 at Plympton St Maurice Primary School

Attendees

Mr N Taylor, Secretary
Mrs H Rose, Treasurer

Mrs K Allen, Business Manager

Agenda

1. Apologies for absence
2. Acceptance of minutes from last meeting
3. Matters arising
4. Chairperson's report
5. Secretary's report
6. Treasurer's report
7. Fundraising
8. PTFA proposed expenditure
9. Any other business
10. Date of next meeting

1. Apologies for absence

Mrs E Hughes (Chairperson), Mrs S Tustain (Headteacher)

2. Acceptance of minutes from last meeting

The minutes of the meeting held on 30th November 2018 were agreed as a true record.

3. Matters arising

None

4. Chairperson's report

No report received.

5. Secretary's report

Mr Taylor reported and confirmed the following:

- The PTFA Charitable Status and Registration was confirmed on 18th January 2018, the Registered Charity Number is 1176728 and recommended that this number be quoted on future PTFA Documentation, Tickets and Raffles etc.
- The PTFA has adopted the Model Constitution of the PTA UK.
- The PTFA Accounts for 2017/18 had been audited by Mr P Vassallo, the PTFA approved the Report. The Audited Accounts to Date 31st August 2018 detailed that the Balance was £ 1905.45.

Mr Taylor reported that recommendations for expenditure had been received from Mrs Tustain which Mrs Allen would detail at item 8.

Mr Taylor confirmed that despite requests for proposals being detailed in the School Newsletter dated Friday 11 January 2019 that no other recommendations had been received.

6. Treasurer's report

Mrs Rose reported the following:

Money in bank on 1 st September 2018	£ 1,905.45
Money raised this year (1 st September 2018 to 31 st August 2019)	£ 545.16
Martin Westray Fund Donation	£ 3,500.00
Money in the bank	£ 5,635.61

PTFA Income: Christmas Nativity, £ 434.86; Christmas Mufti Day £ 110.30.

Expenditure: Gambling License £ 20.00; Emazdad £145.00; Auditor £ 40.00; Parentkind £110.00.

7. Fundraising

- The following events were discussed and agreed:
 - Friday 22nd March 2018 - Bingo Night
 - Friday 29th March 2018 – Mother's Day Cake sale
 - Friday 5th April - Easter Bonnet and Easter Garden competition & Easter Egg Raffle
 - Date TBC – Sports Day refreshments
 - Friday 14th June – Donuts For Dad
 - Date TBC - Plympton St Maurice Church Sale
 - Friday 5th July - School Fete
 - Date TBC School Disco
 - Throughout the summer Ice Pole Fridays

Mrs Rose requested that post the success of sales of the Mulled Wine at the Christmas Nativity whether an annual Liquor Licence should be purchased such that low alcohol drinks such as a Summer Prosecco could be sold at the Sports day etc.

Mrs Hughes and Mrs Tustain were discussing the viability of a Summer Ball. The Committee agreed that this was a great idea, though under the proviso that PTFA funds were not over committed and that the event could be cancelled with no cancellation fee should insufficient tickets be sold.

Mrs Rose proposed a Film night which would be immediately after School. This would be for the Children at an affordable cost, though must be noted that their parents must attend as well though at nil cost – though an opportunity to sell refreshments. Mrs Allen would check the Hall availability.

8. PTFA Proposed expenditure

The PTFA reviewed the expenditures proposed by Mrs Allen, noting that the proposals amounted to

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more than was available in PTFA funds thus the remainder would need be topped up from School funds:

- The Foundation, Year 3 and Year 4 Interactive White Boards were intermittent, at the end of their life and the repair cost made them Beyond Economical Repair. At an approximate cost of £2600.00 each a new Touch Screen should be purchased which would be more user friendly with superior quality and graphics. These would be similar to the Screen used in Year 6 since September 2018 by Mr Secker.
- The Hall Projector was intermittent, a repair cost of £500 had been quoted, thus item is Beyond Economical Repair. A new Projector should be purchased at an approximate cost of £600.00.
- Provide each Class Year with a Hue Visualiser/ipad which can link to the Screen at an approximate cost of £300.00 each.

The PTFA discussed the proposals and agreed that they would be to the benefit of the whole school, particularly the Staff and the children as they progressed through the School from Foundation class to Year 6 class. The PTFA agreed to the above expenditures at Best Value to the amount of £ 5,635.00 which would leave £ 0.61 which should be sufficient to keep the account open.

9. Any other business

Nil

10. Date of next meeting

Friday 29th March 2019 at 8.50 am at Plympton St Maurice Primary School.