**PTFA Meeting 18th September 2024**

**Present:** Kate O, Kate, Lucy, Kim, Bryony, Ann and Mr Pemberton.

**Apologies:** Joey, Kieley, Gemma, Georgina, Charlotte, Lauren, Kate S, Rose and Emily C.

Meeting chaired by Lucy at 3.30 pm at Harbertonford School.

* The completion of the playground mural was discussed and it was confirmed this has garnered local press coverage which thanks Harberton Parish Council as per the funding agreement.
* Reflections on the summer disco. It went well overall. Perhaps higher prices could have been charged. More hot dogs could have been sold. Popcorn was more popular and is more economical than sweets.
* The number of PTFA events throughout the year was discussed. It was agreed we will look to do one small event and one larger event per half term. There is appetite for some events aimed at adults too and it was agreed we will look at holding a Bingo night and a quiz later in the academic year and potentially open mic/karaoke events.
* Mr Pemberton was asked what the school needs funding. He mentioned timers for all the classrooms, as well as visualisers to help immediately display pupils' work. He also spoke about the hope to develop a music area outside. He said he wanted PTFA monies to be spent in a manner that chimes with what parents want from the school.
* It was agreed a Halloween disco will be held at the school on Thursday the 24th of October (exact times TBA.) It will be staggered in time, starting with Little Owls and KS1 and then KS2. We will get a temporary license and sell alcohol for parents - wine and beer. Tickets will be £2. We will sell spooky punch and hot dogs, plus bags of popcorn. Mr Pemberton agreed that it's possible for the PTFA to use the school kitchen, though it is not clear if a Hygiene Certificate is needed and this will be checked. Kate is happy to help design a flyer for the event. It was suggested that the disco be to fundraise for something specific - in this instance the outdoor music area was put forward. Prior to the event we will advertise for people to donate unwanted Halloween costumes and then hold a sale where people can come and buy them. It was suggested we ask people with Halloween decorations to let us borrow them for the event. The idea of having a silent disco at some point was also discussed and will be explored.
* Bake off Bake Sales - it was agreed that each class will hold a Bake sale every term where children will be encouraged to bake something at home and bring it in to sell. The idea is to start with Eagles after half term.
* Lucy raised the contact Nat had passed over regarding bookfairs. Bryony confirmed that Scholastic are already book fairs which include donations for the school.
* The creation and sale of Christmas cards was discussed. Mr Pemberton agreed children could do drawings in lessons. It was agreed that we will work with Veaseys Printers (prices of other printers had been compared) to produce A5 folded to A6 cards in packs of 8 at a cost of £3.84 for the price of £5. The idea of selling some designs at the village shop was also raised.
* It was agreed that the PTFA will serve drinks and cakes at the school after the Harvest Festival at the church on the last Friday of term
* Surveying parents was discussed and finding out where they work/what their skills are/how they might be able to support the school. Kate suggested we might be able to find people to give talks at the school. Consulting parents and children more on the events they would like the PTFA to put on and on what they would like to see funded at the school was also discussed.
* Kim updated the group on her work applying for the Surer Start Fund at Tescos - she needs detailed information on what the school would like funding in order to complete the application. Last term it had been proposed that the application be for funds to support early years/outdoor play. Kim is going to speak to the school and see if this is still the case and get the information she needs.
* Bryony mentioned FundWall - a tool that is being used by the Link Academy Trust Fundraising Officer. The aim is that all Link schools will have one of these.
* Kate O suggested the PTFA hold a wine tasting night in the future and it was agreed to explore this.
* Ann suggested that the PTFA consider arranging a sponsored event for children at some point as these can be very successful fundraisers.
* Treasurer’s report records the bank balance as £5226.33
* Ann is due to have a knee operation soon so Kate O will assist with Treasurer matters.

**Points of action:**

* Kate O to assist with Treasurer duties as needed.
* Lucy to speak to village shop regarding selling Christmas cards and liaise with Veaseys.
* Lucy to check re Food Hygiene certificates and school kitchen use.
* Lucy to consider parent surveys.
* Lucy to look into temporary alcohol licenses.
* Kim to liaise with school about Surer Start Funding.
* Lucy to sort planning for the Halloween disco and seek helpers.
* Lucy to sort planning for offering refreshments after the Harvest Festival and seek helpers.
* Lucy to look into the costs of a silent disco.
* Lucy to sort planning for Halloween costume sale.

**To be discussed next time:**

* First Bake off Bake sale for Eagles class
* Christmas event
* Buying and wrapping of Xmas books.
* Auction of promises - Joey suggested on WA.
* Potential of silent disco in the future.
* Christmas jumper sale.
* Are there any sponsored events we can consider for children.
* Possible wine tasting event.
* Potential wreath making event.
* It was agreed that the PTFA will continue to fund an Xmas book for every student and wrap them.

**Next PTFA meeting date** - TBC - perhaps Wed 6th Nov at 3.30pm at the school?