

# PTFA MEETING MINUTES

**Date:** 23<sup>rd</sup> January 2024

**Time:** 6:00 PM

**Facilitator:** Cassy Freeman (Secretary) on behalf of Vincent Onakpome (Chair)

## IN ATTENDANCE

Cassy Freeman	CF
Simon Underdown	SU
Jessica Knapman	JK
Emma Jordan	EJ
Luci Barber	LB
Vincent Onakpome	VO
Laura Fox	LF
Clare Walsh	CW
Rachel Dyer	RD
Karen McQuilkin	KM

## APPROVAL OF MINUTES

These minutes will be distributed for approval to all members of the PTFA.

## MEETING AGENDA

1. Welcome and introduction of members present
2. Apologies
3. Approval and review of minutes of the last meeting
4. Matters arising (not covered elsewhere on the agenda) – NOT COVERED DURING MEETING
5. Financial report
6. Headteacher's wish list/Presentation
7. Review purchasing arrangements/updates
8. Future events update

9 Correspondence – NOT COVERED DURING MEETING

10. Any other business:

10.1 Review of the model constitution

10.2 Feedback on assignments (If not covered in the last minutes of meeting review)

10.3 11+ certificates

10.4 Standardised approach to aiding students with planning of revision / homework etc

10.5 150<sup>TH</sup> Birthday

11. Date, time, and location of next meeting – NOT COVERED DURING MEETING

## MINUTES

### 1. Welcome and introduction of members present

PTFA members present introduced themselves.

### 2. Apologies

Received apologies from Christopher Warn, Michelle Oliver, Jess Knapman (will join for some), Nicola Cherrett.

### 3. Approval and review of minutes of the last meeting

VO shared the minutes - no questions or concerns raised.

### 4. Matters arising (not covered elsewhere on the agenda) – NOT COVERED DURING MEETING

### 5. Financial report

LF: Run through treasurer's report 1st Jan 2023 - 1st Dec 2023. Layout of report based on previous treasurer's report - if you want changes to the template let LF know.

2 bank accounts:

One for donations which the PTFA pass straight to the school, this is not PTFA funded. The reason for it coming this way is to allow for gift aid claims. LF has been working on gift aid as previous PTFA did not claim gift aid. Need to work through with HMRC to update contacts. Records have all been kept and we have three years of gift aid which will increase the donations received to date. Unable to give a number at the moment, need to look at the people who stated gift aid and filled in the form. Agreed at the last meeting that this account would be cleared down substantially and a payment £7.5k went to trust in December so fund is down to £392.10. We are receiving £70-£100 per month from parent donations.

Second account for PTFA activities and where bids are made, we make payments. Income since last report £163 Christmas Raffle bank payments. Cash proceeds to be banked £154 for the raffle and £260 for prom dress sale. Expenditure since last report are the agreed funding from last meeting, or legacy commitments from previous PTFA. Newly authorised payment since last meeting was to pay for the author £400 transferred to the school. LF said the team at the school are very responsive when confirming money is received and moved. There are some outstanding expenses owed, but as at the end of the year the balance is £6911.71.

Highlights:

- School raffle £317

- Hummingbird payment had been paid and traced and in place for 2023/2024 academic year. Assuming PTFA want to continue we will have similar requests for 2024/2025 etc.
- Gift aid payments in progress and will mean we get more money in

CF: Is the plan for the funds to go to the outdoor area? LF: need to have a discussion as a PTFA. Word of caution that PTFA payments become an expectation and would not want to be taken away. Sixth form reward system as an example, how is that funded ongoing? Is that something the PTFA would be prepared to fund going forward. Not continuing to fund it might mean taking it away. Similarly with hummingbird. Suggest hybrid approach. When know the price and aim, let's see what is - we don't have a good feel for what will be generated annually so might want to remain cautious so that we can continue supporting the projects important to us.

KM: What would ideally generate annually? LF: I think that's in our gift and sometimes it gets things moving to have a target. Dependent on demographic and other factors. The things that have gone well and the kids have loved haven't necessarily raised lots of money. SU: Era's tour inspired, powerful to know the students understand what the PTFA are doing for them.

LF: Let's talk about ideas for fundraising at another point - not in the financial report section. Suggest doing something for the anniversary that could be very powerful. SU: meeting with the committee every two weeks - is there anyone from PTFA that would like to join that meeting to see how we could help. Next meeting is two weeks today at 3.30pm in the school. If anyone can do it let Vicki Benwell know who can make it.

PTFA confirm who can join the next meeting 06/02/2024 @ 3.30pm - Luci Barber will attend.

## **6. Headteacher's wish list/Presentation**

Thanks to Laura for coming into the school to look at the outside area. Funds previously raised from PTFA would be used toward the outside space. Good conversation with Laura and the site manager. Laura had suggestions for how to move forward. LF put in touch with a company that could help with delivering something at a lower price which may be long lasting. The team are due on-site 2nd Feb and will report back to Laura.

LF share pricing with PTFA.

Looking at match funding options, local business support. Consider going to parents with this is what we have, this is what we need, can you help. When collecting for something particular have greater chance of getting this help. Use website, social media and headmaster letter to help promote this. If this is largely funded by PTFA would like this loud and clear so that parents can recognise the value of the group and contributions continue thereafter. Having plans for the money before we spend it is a good idea.

Don't necessarily need a planned event for this, a simple ask for slightly larger contributions might be more successful.

LF: Important to understand the PTFA would move the cash to the school and the procurement process for the school will continue. The PTFA will not own the structure, it will be down to the school and trust to decide supplier and the delivered sheltering. SU: Completely agree and school will procure but the communication to our community will be clear the PTFA have paid for - this is what the PTFA does for the school.

PTFA put money aside for an A1 printer - struggling with that as we are unclear on where that is going and future funding for paper/ink/maintenance. Meeting with business manager and IT lead to see if the money is enough. If it's not enough we won't ask for more, we just won't go ahead with this. If not viable, the £1000 will remain ringfenced until decide how to spend it. Perhaps through the bidding system.

LF: Whether the money comes back to the PTFA or not, if the conclusion is not the right use of funds, then I think the money needs to come back to the PTFA for the group to discuss of where to repurpose the money.

VO: What is the current cost of running the printer? SU: The proposer did not include running costs in the bid. This is what needs to be looked at.

VO: Any dates on resolving this? SU: meeting next week with business and IT leads. As soon as have meeting should be able to report back by next meeting for sure.

Other monies sent from PTFA has all been allocated as planned.

## **7. Review purchasing arrangements/updates**

VO: Wanted to use this section to discuss movement of funds between us and the school but this has been taken care of.

CF: Do the school team understand the bidding process? SU: believe they do know about it - can remind them but CF suggested not doing this. SU: reminder just because they bid does not mean they have to say yes.

## **8. Future events update**

VO: bombardment from daughter and friends wanting a school disco. Would student liaison officer be best person to advise on this - is there anything planned? LB when spoke to student leadership team - said year 7 has been successful before but raised doubts that older years would be popular. Favoured option previously year 7-9 and would support and welcome us doing it again. No plans as of yet to do anything. Year 10 and above not as favourable. SU would recommend that a disco not be at the school and would be somewhere like a recognised venue as this would make the risk assessment easier, with parking etc.

LB had great feedback on Era's tour. On cinema stuff suggest a split on these events as the older years would be able to see other film grades. Era's tour had nice wide capture, target things with broader appeal as they arise. Split the types of film to target the different year groups. SU the eras tour participation element was great in terms of dressing up, having a screen to ourselves.

LB take action to see what is coming up this year and suggest some options that could work. LF has email address for manager at Cineworld who is keen to do better deals and work with PTFA. Might be quicker to reach out to him on this and see what Cineworld suggest and if we can offload some of the work to them. SU suggested inside out 2, ballerina, ghostbusters, Paddington in Peru, Mufasa the lion king, captain America. LB: Imaginary Friend (IF). KM agreed student participation to immerse in experience. LF suggested inside out 2 would be good as covers anxiety.

KM - is there any scope for them screening a film of our choosing. LB to include this in the email to Cineworld as a question.

KM - can we do a poll to the students about what is coming and see the uptake.

VO: Alton Towers - any event by DHSB that the girls want to participate in is at parents' discretion and no level of responsibility for PTFA and the school. Is this still the stance? SU: Yes, I agree but then any issues come back to the school to deal with which is really hard. Cannot step in, investigate, manage the situations. If you do not staff it there will be upset. VO: would it be better to say to any parent that they need to sign an undertaking. SU does this already and will continue to do so.

LF: Next year look into the private ice rink at Christmas for 2024 - Friday afternoon.

VO: Is it possible to split events into quarters of the year - what would we like to run per quarter and what we are focussing our energy on. SU grateful we are organising things and talking about it - the ideas coming forward are great - agree good to spread and know what is coming up. VO could look at

school diary to see how would fit in and avoid clashes and see how we can fit in to the existing events planned by the school already. SU school calendar is on the website and populated until end of 2025.

## **9 Correspondence – NOT COVERED DURING MEETING**

### **10. Any other business:**

#### **10.1 Review of the model constitution**

VO: Got a subscription to ParentKind - process of doing that need to go through the charity commission to make some amendments to the constitution. We are registered as a charity already, but the current PTFA board is not on the charity commission - the data needs to be updated. The model constitution just needs a little bit of changing.

LF pass on the contact at the charity commission to change the trustees - was talking to Marion about this before Christmas.

VO pick up with Marion to make these updates and also get the access that Marion has to make those changes going forward.

VO update the constitution then distribute to team for review - will add this to the next meeting to get agreed.

#### **10.2 Feedback on assignments (if not covered in the last minutes of meeting review)**

VO: Etsy shop for inhouse merchandise - looked at it and had a video call with one of the account managers - not favourable for charities - action closed.

VO: Constitution - in progress but stopped due to charity commission data not being up to date - action in progress.

VO: Roller banner for the PTFA to indicate our presence in the meeting - cost ranges between £70 - £350. EJ stated there is already one in the cupboard - let's look at that to see if we can still use it. VO as long as has no dates on it then should be perfect. - action in progress.

LB to look at banner when in the school for the committee meeting and report back.

VO: WhatsApp group not viable due to privacy and will not be investigated further - action closed.

#### **10.3 Eleven plus certificates**

CF: Cost of certificate production is less than £2 - sale price £10. School will print and collate. JK happy to help with managing admin. CF suggest inviting year 7 also. Put to vote and all in attendance on board with getting this back in place for the new intake. LF suggested that the current year 7s would probably be interested. SU suggests might appear late in the day - would have to consider the messaging on this.

CF order the materials for the certificates and work on communications for this.

#### **10.4 Standardised approach to aiding students with planning of revision/ homework etc**

KM not sure if this is the right forum. Comms for deadlines on assignments and homework isn't coming to us directly. Faculty do use team but not all teachers using this - is there someone else? Not sure if should be for PTFA or should be separate. Is there a more standardised approach for keeping track on exams and deadlines etc. SU happy to answer - put some thought into standardising on teams, challenge have got is unable to find a way to automate regularly for work that is standard each week. So, we did a homework timetable for each year group. If a piece of work is set and not part of timetable staff will set as teams assignment. Only have end of year assessments at specific time.

## 10.5 150th Birthday

150 Birthday badge for each student in the school - surprise for the children

Students get a letter from SU every week and recently has been including a fun fact for birthday to be continued for the whole year.

Knowledge organiser - includes 150 facts about the school - various heats and winners for a quiz.

Hear me out magazine - 150 birthday special addition - 150 birthday student addition - reimagined publication based on what student magazines used to be like years ago.

Time capsule later in the year

Baking competition - not just any old baking - recipe and ingredients - in oz - bring the ingredients in and then a description of how to make - only going to be what's in the magazine - bake off music - cook in pairs - time controlled. Junior/intermediate/senior rounds. Final for hot cross buns. Overall winner. On birthday itself hot cross buns.

LB came in and talked to student leadership team - discussed the house hoodies and house merch. Loved that suggestion. Is there an opportunity to do 150th version of that to celebrate. Student entries and designs for the merch. SU: good idea, be cautious on how we market this - not allowed to wear hoodies during the day. LB: good for sports day and festivals.

KM can we collaborate with the art department on this? LB said the student leadership team love the competition element.

LB is there a cross over / overlap with design for pencil case.

SU take the idea back to the committee.

## 11. Date, time, and location of next meeting – NOT COVERED DURING MEETING

### Committee reports

- Treasurer (attached)

## ACTIONS

- PTFA confirm who can join the next meeting 06/02/2024 @ 3.30pm - Luci Barber will attend.
- LF share pricing for outdoor structures with PTFA.
- LF share Cineworld contact details with LB.
- LB see what is coming up this year at Cineworld and suggest some options that could work.
- LF pass on contact details to VO to update charity commission trustees.
- VO update charity commissions trustees
- VO update and distribute the PTFA constitution.
- LB locate existing PTFA banner and assess for event usage.
- CF order materials for 11+ certificates
- CF work with Liz Hore on ordering and production of 11+ certificates
- SU take idea of 150<sup>th</sup> student designed merch to birthday committee.

## NEXT MEETING

TBC

# TREASURER REPORT

## PLYMOUTH HIGH SCHOOL FOR GIRLS PTFA TREASURERS REPORT

1<sup>st</sup> January 2023 – 31<sup>st</sup> December 2024

### Income Since last report

Christmas Raffle £163

### Expenditure since last report

Grant for Art Large Scale Printer\* £1,500

Grant for Y8 CAP Programme £420

Grant for Sixth Form Reward System £1,254

Grant for The Happy News (Library resources) £70

Grant for Author attendance supporting World Book Day (Library) £400

### Pipeline:

Reimbursement of expenses for Eras Tour refreshments £53.21

Christmas Raffle Cash Proceeds £154

Donation proceeds from Prom Dress Sale £260

**Total Pipeline £360.79**

Bank Balance as at 31.12.23 £6,550.92

Plus pipeline £360.79

Petty Cash £0

**Balance £6,911.71**

### School Fund Account

Balance 31.12.22 £472.01

Balance per last Treasurer Report 07.11.23 £7,799.10

SO's, Cheques & Cash received £93.00

Payments made to school £7,500

**Balance 31.12.23 £392.10**

### Key Points:

1. School raffle raise £317, of which £163 was online donations and £154 was raised at CAMP
2. Hummingbird payment £1,000 has been traced and funds are in place for 23-24 academic year
3. Treasurer is working through three years of unclaimed gift aid. Once approved by HMRC this will generate further funds for the School Fund Account
4. \* Mr Underdown would like to discuss the use of the £1,500 donation made for the Art Large Scale Printer. With current reprographic costs, the school has not completed this purchase yet.
5. Outdoor covered area. The treasurer has met with Mr Underdown and site manager Mr Berry, to see initial plans for the outdoor covered area. Designs and initial quotes are being collected for a project to create a semi-permanent structure at the corner of the main outdoor area, presently covered with astroturf and a bike shed.