

PTFA Meeting Minutes

Monday 3rd March 2025

Present - Jess, Holly, Simon, Julia, Natalia, Becky

Apologies - Gemma

Mini Bus

- Discussion held with Karen Barlow and Therese Carwithin prior to meeting – there is currently an appropriately sized mini bus for sale from local supplier for £18000.
- Karen Barlow keen to know if there are likely to be any grants available to use towards mini buses – she advised that the Academy income generation officer has not yet identified any grant opportunities.
- Discussion that for the past year or so Broadhempston have been able to borrow the Landscope mini bus and that, as long as they put their requests in earlier enough, this has worked well. PTFA advised that they would be happy to help make a more formal arrangement with Landscope if required.
- Therese explained that the Link Academy are looking to loan out mini buses from schools who own one within the Trust, to schools who don't own one. They tried borrowing one from Ilsington Primary – this took quite a bit of time out of the day – having to drive over and pick it up and return it.
- The main need for a minibus was identified as Forest School days.
- Discussed other options for occasions when Landscope mini bus is unavailable, for example hiring one. Jess had made brief enquiries to Torquay Mini Buses and they have 17 and 22 seater buses which are around £250 to hire for the day including a driver. If we can work around their existing commitments, usually school pick ups and drop offs, this would be cheaper. 8 seater taxis also identified as a potential solution plus asking parents to help when needed.
- Discussed need to take account of additional costs including insurance, maintenance including service and MOT plus consideration of management time plus ownership risk.
- PTFA agreed with school's assessment and decision to continue to borrow Landscope mini bus where possible and that PTFA would help fund additional transport where necessary.

- PTFA agreed to help support borrowing Landscope mini bus should this be required. Also agreed that the situation could continue to be reviewed.

Easter Garden competition

- PTFA agreed to support prizes for Easter Garden competition again this year.
- School keen to have prizes for each class - ? Possibly Rosette – 1st and 2nd for each class – Jess to action

Easter Egg Hunt

- No volunteers have come forward to help organise this despite requests being sent out
- Suggestion that year 6 children could organise it – Holly volunteered Jamie to lead this.

Cake sale

- School requested that Birch hold the bake sale this term as they need to help raise some money to cover the costs of an animal visit. Oak bake sale to be moved to summer term.
- Miss Clements to organise and seek support from Birch parents to do this.

Love your school day

- School have requested the following jobs so far – painting, cleaning rugs, cleaning glass of back playground covering, black board painting, veg beds.
- Ask Gemma to lead this
- Possible dates – 26th/27th April or 10th/11th May

Treasurer succession plan

- Holly to meet up with Natalia to discuss this further.

Big fundraising event

- Meeting with Kingston House has not yet happened as Sarah has been unwell.

Mufti day

- April 3rd

Playground

- Updated proposal has been sent over from Earthwrights. It was discussed that it had moved further from the original brief and it would be helpful to meet in person to speed up the process of getting to a proposal we can share with the Parish Council and wider community.
- Due to the need to for the equipment to be bought by the Parish Council so that no VAT is added, there are various procedures/protocols that need to be adhered to. The Parish Clerk is writing a brief so that formal tenders can be submitted for the work. In addition to Earthwrights, Rhino Play and Komplan will given the opportunity to submit tenders.
- Ana has created a survey about the playground to support grant applications. She will send it to the PC before it is distributed to get their approval.
- Jess and Julia will attend the PC meeting on Thursday 13th to discuss preliminary plans and ideas for the playground. Other parents encouraged to attend as well to help support the project.

Funding request application form

- Discussion that a more formal funding request form should be used and that many schools have a standard form and page of guidelines about requests which they use. Possibly this is from the website Parent Kind.
- More details about the funding requests need to gathered, alternative options, who benefits and how it fits in to the school calendar.
- It should be possible for school to hand back any price negotiation to the PTFA for them to make on their behalf.
- Also it could be arranged that requests need to be submitted a week prior to PTFA meetings which are usually held within the first 2 weeks

of every half term. This would help things to be planned in a more timely fashion.

- Becky to take this forward and create a draft funding request form and set of guidelines for discussion with Karen and Therese at our next meeting.

Funding requests from school

- School have requested new tables and chairs for Sycamore and Oak class as current tables and chairs are a mixture of sizes. It was questioned if the Academy could fund this but apparently they will not as the current ones are not broken. One of the main reasons for the request was for aesthetics, especially when prospective parents are looking around the school. School agreed to do an inventory of what they have and what they would like to add.
- School requested funding for signs to put outside school to warn traffic to slow down around the school. Decided this should be put to the PC and Devon Highways first.

Skittles Night

- We haven't heard about a Skittles Night this year.
- Jess to investigate if winning team from 2024, led by Caroline Rideout, will be organising the event this year or if there is an opportunity for the PTFA to take this on.