

PTFA Meeting Minutes

Monday 5th October 2026

Present – Lena, Simon, Bonnie, Jo, Anna, Becky. Nick W. and Karen joined after the first half hour..

Apologies – Hannah, Maria, Sarah K. and Emily

Setting up the new PTFA group

- Agreed on the named Charity Trustees to be submitted – Bonnie, Jo and Simon.
- Discussed meeting frequency – everyone agreed that a meeting close to the start of each half term was a helpful interval – x6 per year.
- Discussion that a bullet pointed summary of the PTFA meetings could be put on the WhatsApp school announcements in addition to the minutes being available on the school website for any parent to be able to read.

Budget

- Simon hasn't yet got access to the PTFA bank account but has started the process with Holly.
- Current balance is approx £12,000
- Normal annual spend over the last 5 years has been in the region of £8000-£9000 per year.
- Discussion that we should not be looking to spend all that is in the account this year. Funds raised this year will be considerably lower as the new group find their feet.
- Discussion that perhaps we should be considering spending up to £4000/£5000 leaving a good sum for next year but also some money towards bigger or longer term projects.
- Anna fed back that she applied for and received a grant for £3000 - £1500 to be spent on environmental activities in the playground and £1500 towards the resurfacing of the tarmacked area in the playground where a lot of school sports activities take place.
- Reminder for the group that whilst the Parish council own the playground the Link Academy is responsible for the upkeep of the hard surface.

Playground

- Nick W. fed back that the Parish council had spent a day tidying and weeding the playground beds and advised that weeding and tidying needed to be done on a more regular basis.
- Nick W. reported that he was looking to construct a small compost container in the corner of the playground so that any weeds could be deposited there. He also suggested having a lock box with some trowels and gardening gloves in that anyone could use to help keep on top of the weeding. He asked Anna if perhaps a little of the grant money could be used towards this.
- Jo to investigate a sign inviting anyone – whether linked to the school or not - to help with the upkeep of the playground beds. She will also look into sourcing a suitable lock box.
- It was suggested that we could also have a ‘Love your playground’ day involving the whole village to help look after and tidy the playground from time to time.
- Due to £1500 of the grant money tied to the re surfacing of the tarmac area in the playground, Jo to explore quotes for this. It is likely to be very costly so additional grants are likely to be required. It was explained that the tarmac surface was degrading and there was a lot of loose bits which made it slippery for running on so not at all good for sports. Nick W. commented that the walking football team who had been using it had had to stop as it was too slippery.
- Karen mentioned that the raised beds next to the village hall also needed some repairs. She suggested that they would be planting some wild flowers in some and some veg in another. Bonnie kindly suggested that her father was keen to help out and would be happy to reinforce the raised beds and help tidy them up.

Larger project ideas

- Nick W. suggested that air conditioning for the school could be a really useful investment, pointing out that the children had also brought this up in a school council meeting. With the extremely hot summer we have just had likely to be repeated next year and the nature of the upstairs classroom in particular being difficult to keep cool, Karen, along with everyone else agreed it would be worth exploring. Karen reported that when it was hot the children and the teachers really struggled to work and it was an extremely ineffective environment to learn in. Karen is going to look into quotes for air

conditioning and Anna will look to see if there might be any grants available.

- The ending of the PE grant was brought up and the fact that Mr Tanner will be leaving at the end of term. Karen reports that new funding is hopefully coming in in April but they don't know how much or what form it will take. It was suggested that the PTFA could somehow help keep Mr Tanner on for the spring term until the new funding came up but Lena explained that the PTFA were not able to pay for teaching staff out of their funds. Karen reported that along with other schools in the academy they had tried to negotiate some help from the link academy but were not able to secure a solution.

Halloween

- Everyone agreed that a simple Halloween disco after school on the Friday before half term would be fun for the children and not too onerous to organise given the short time frame.
- Everyone agreed to have it in the church as it had more atmosphere than the village hall. Becky to contact the church wardens and ask for permission to use the church.
- Hall to be booked for children to change in after school.
- Nick and Simon to organise moving the pews on the evening before.
- Lights and sound – Lena to talk to Sarah and Andy K.
- Lena to put a poll out to parents on the WhatsApp looking for help with savoury and sweet party food, setting up and clearing up.
- Becky to look at current PTFA Halloween decorations.
- ?Nanya and Miss Steer to offer glitter face painting.

Christmas

- FC visit – Becky to talk to Annabel
- Traditionally the PTFA have provided crackers as well as present for FC to give.
- Everyone in agreement that they did not want plastic tat!
- Explained that in previous years PTFA had had a social evening of mulled wine and making crackers which was both fun and ensured that the cracker gifts were suitable.
- Previous cracker gifts have included – chocolate reindeer, small magnifying glass/torch/harmonica, expanding face flannel.
- Previous FC gifts have included – books, homemade soaps, reindeer pens, metal slinky rings that run up and down your arm.

- Everyone agreed to have a go a cracker making – Simon to ask Nanya to buy the cracker kits from Dunelm as she has done in the past.
- People keen on the idea of giving a book – however it should be noted that books tend to end up being expensive and very difficult to get one that appeals across multiple ages (even if split into Otter and Kingfisher) and both boys and girls.
- Nanya to organise tea towels again this year.
- Jo to organise Christmas cards
- Anna to investigate panto tickets
- Christmas fair discussed and most people felt it would be too much to organise the Christmas fair this year.
- Discussed other options including a village Christmas Tree light switch on event with raffle, choir singing and refreshments. Everyone in favour of giving this a go.
- Raffle prizes – Bonnie and Jo to share Totnes, Lena to go round Ashburton, Anna to go to Ipplepen. Lena to message parents for donations. Jo to talk to village shop about helping sell raffle tickets.
- Simon to check re. licence for lottery and also alcohol licence
- ? Craft session in the village hall before the light switch on – making jam jar lanterns.
- Nick W. to explore timings of Christmas tree being put up.

Mufti days and Bake sales

- School already having a mufti day in aid of another charity in second half of term.
- Otter to hold bake sale this term ? Friday 13th. Also Children in need day so children in mufti anyway that day.

Funding applications from school

- Unfortunately school have only just had their meeting to discuss funding needs across the year so forms only submitted today.
- Overall funding requests are as follows:
 - Science Week – up to £400
 - World book day – up to £400
 - Art week - £620
 - Yr 3/4 camping trip - £340
 - Yr 5/6 residential trip - £350
 - Otter gymnastics visits for PE – x4 sessions - £360
 - General trips budget – up to £500
 - Petty cash for the year - £300

- Wet play resources for Kingfisher – suggestion of perhaps the kingfisher bake sale to support this – also to put a request out to parents for unwanted board games.

Total of funding requests so far - £3270

Decision to support and approve request for Arts week as this has already been booked and paid for as it is happening in 2/52. All other requests will be discussed at next meeting

AOB

- Bonnie brought up the idea of supporting school with marking other Faith's celebrations – perhaps choosing 2 different ones each year. Adding to what the school does already for the different celebration by providing foods to try or speakers to attend for example.
- Nick W. reported that the Parish council was looking to adopt a section of the community woodland that needed re planting and they were keen for the school to be involved with this. Karen supported this idea and Bonnie felt that her father would like to help as well.

Next meeting

9th November 7.30, village hall.