

Lynton Parent, Teacher and Friends Association.

Thursday 23rd November 2017 at 7.30pm

Re-formed PTFA first meeting so no previous minutes/matters arising.

Present: Val Pugsley, Vikki Brown, Emily Morgan-Russell, Jess Tassell, Charlotte Smallman, Chris Hope, Eve Parkinson, Sian Deane, Debbie Cowie, Roz Leworthy, Kelly Peacock

1. Apologies

Apologies from Joe Mackenzie, Jayne Peacock, Tamar Madine, Shelly Vickery, Kate Dyer, Tammy Leworthy, Laura Dyer, Desi Halliday and Jasmyne Knowles.

2. Introductions

Vikki thanked Debbie for hosting the meeting and thanked everyone for coming. As new chair, Val was happy for Vikki to lead the first meeting.

Vikki explained the roles of the PTFA, that all events and activities should be liaised with Jayne Peacock for approval and that the children should be involved in as many events as possible.

3. Appoint a Secretary

Tamar decided not to take up the position of secretary, Charlotte Smallman and Emily Morgan-Russell both put themselves forward for now if there were no other volunteers. Charlotte was happy for Emily to take the position and help her when needed. Emily appointed, All present agreed.

4. Christmas Disco

This will be held on Friday 8th December from 4:30pm – 6:30pm. Helpers available on the night include Vikki, Jess, Sian, Chris, Eve, Debbie, Roz and Kelly. Emily is available from 5pm. All agreed to charge £3 per child. Chris Hope offered to DJ if Sarah Adams has no objections. Vikki will check music format and Chris will organise music. Vikki will get prizes for party games. Jess will order chicken nuggets and chips, vegetarian option and ice creams (and check gluten/dairy free/nut free options) through J&R foods. Val volunteered Jasmine to cook and will check she is available, Jess and Sian offered to assist with cooking.

5. Christmas Tree Donation

Vikki explained the PTFA donate a Christmas tree to school every year, everyone agreed to order locally through Tammy Leworthy. Vikki will speak to Tammy and ask for a deal and if able to deliver on Friday 1st December if not able to deliver Chris could pick up and bring to school. Vikki suggested asking the children to make a decoration each to add to the tree on Friday afternoon and asking each class teacher to choose their favourite with a prize given at the celebration assembly and the tree

lights switched on. Everyone liked the idea. Vikki will get the prizes, Chris will collect pine cones and Sian will buy a selection of baubles for the children to decorate.

6. Lynton Nativity

The PTFA will provide refreshments and have a plate for donations. Val will ask if the church has an urn we can borrow. Kelly Peacock will donate biscuits and mince pies. Jess, Val, Sian, Debbie and Roz are available to help serve.

7. Devon Communities Together Training

Vikki explained the 'Better access to crowdfunding/bit writing' training available from Devon Communities together. Jayne will put forward interested names. Emily, Charlotte, Jess and Vikki all interested. Vikki will pass details to Jayne and will report with more information when it comes through.

8. A.O.B

Current plans for the bicentenary celebrations were discussed. All agreed to discuss further in next meeting and look to organise quotes for garden/mural so there is a goal figure to work towards.

Members asked to see a copy of last year's accounts summary, Vikki will bring copies to next meeting. All members agreed that account signatories should be changed. Vikki will speak to Laura Staite and organise forms.

Suggestions were made for future fundraising events.

Including: holding another auction of promises in the spring and to contact the businesses who donated to ask if they would be happy to carry their donation forward. Chris suggested a car wash (not in March or September as this is when the fire service have theirs)

Charlotte suggested a children's fun run.

Vikki suggested a mini Santa run next Christmas in Lynmough.

Debbie suggested an Easter Egg Hunt.

Emily suggested a uniform sales event or a uniform sales page.

Following the success of the Bingo, it was suggested that this be held once a term.

9. Date of next meeting

The next meeting will be on Thursday **11th January 2018 at 7.30pm @ Sunny Lyn Camp Site**

Summary or Actions:

Name	Action
Vikki	<ul style="list-style-type: none"> • Prizes for Disco and tree decoration competition. • Check disco equipment for establish format required. • Speak to Tammy Leworthy re Christmas Tree. • Pass names of those interested in the fundraising training to Jayne Peacock and report back at next meeting. • Get accounts summary and paperwork to change account signatories.
Jess	<ul style="list-style-type: none"> • Organise food for Disco

Chris	<ul style="list-style-type: none"> • Collect pine cones for tree decorations • Collect and deliver Christmas Tree if required • Organise music for disco • DJ at Disco
Sian	<ul style="list-style-type: none"> • Pick up Baubles for children to decorate for tree
Val	<ul style="list-style-type: none"> • Speak to Jasmine re cooking for Disco • Find out about tea urn at St Mary's church for nativity refreshments
Kelly	<ul style="list-style-type: none"> • Provide biscuits and mince pies for nativity

These minutes are agreed by those present as being a true record.

Signed:
(Chair of Group)

Date