



Mill Water School

Preparation for *their* best future

PTFA Minutes

Date: 31st October 2022

Time: 13.00hrs

Location: School

Attendee	Position	Attendee	Position
Bobbie Potter	Treasurer	Helen Goode	Member/MW staff
Georgia White	Member/MW staff	Paul Charlton	Chair of Governors
Nicole Wood	Member	Isabella Pearson	Former Pupil
Chris Russell	Member	Heather Pearson	Trustee
Debbie Knowles	Member		
Apologies			
Sarah Bryant	Member		

	Agenda Item	Actions & owner
1.	Welcome, introductions and apologies Georgia welcomed members and asked people to introduce themselves.	
2.	Treasurers Review 21/22 Current available funds = £3981.42 Bank account funds = £4481.42 This includes £500 ring-fenced for Crealy Takeover day. The account shows income of £7227.67, expenditure of £8511.22 for the year. The PTFA has held various charitable grants for the school, which were pre-allocated for a variety of projects over the year. We had input from Aviva Community Fund, Finnis Scott Foundation, Magic Little Grant and Weston Power Distribution Community Matters. These funds were used for the HAF holiday scheme and updated playground equipment. The PTFA has continued to make use of Amazon Smile funds, cake sales at the Bicton 10k and 2nd hand uniform sales.	PTFA Decision Aimee and Georgia to continue investigating the opportunity for re-booking Crealy take over.

	Amiee has previously agreed to contact Crealy to rebook a date for the Crealy Takeover, to reuse the £500 ringfenced money. Georgia agreed to get an update from Amiee.	
3.	Appointment of Auditor Bobbie has spoken to Nigel Blacker, registered accountant who works as a Finance Business Partner in the NHS. He has kindly agreed to act as our auditor again. Nigel has confirmed that he does not require any payment for this service.	PTFA Decision To use accountant Nigel Blacker again.
4.	Change to Governing Document A need has been identified to change some out-dated wording of the Governing Document. Currently the charity offices are limited to parents of children currently attending the school. After discussion it was agreed that this should be extended to any member of the PTFA.	PTFA Decision To amend the wording of Governing Document to include non-parents as officers.
5.	Appointment of Officers Bobbie agreed to continue as treasurer for 2022/23. Agreed by unanimous vote. The vacant PTFA Chair and Secretary positions need filling. After a discussion about how the organisation could attract new parents to support it Debbie was nominated as Chair and was agreed by unanimous vote. Recruitment for more PTFA members is ongoing. The PTFA is considering other venues and times to meet (including via Zoom) and arranging more informal socials for parents outside of school. The committee will engage in opportunities to grow the membership, such as parents' coffee and chat days and future events. Place a link on the school website to fundraising such as Amazon Smile.	PTFA Decision Debbie Knowles voted in as PTFA Chair. Bobbie Potter voted in as treasurer.
6.	Trustee Meeting Heather confirmed that the Trustees have agreed to a virtual meeting on Tuesday 8 th November 2022. They will review the activities of the charity over the past year to ensure that the charity both meets its legal requirements and has been spending its money appropriately.	
7.	Funding requests Request for £800 to fund the whole school Christmas panto, with Odd Socks Entertainment.	PTFA Decision To fund £800.00 for the school Christmas panto.

8.	Forthcoming PTFA fundraising opportunities <ul style="list-style-type: none"> - Tesco blue token scheme for Mill Water, to run in Exmouth and Budleigh branches from Oct 2022 to Jan 2023 (spread the word!) - School Christmas raffle - A school Christmas fair/exhibition of pupils' art (to be confirmed) - Mother's Day, 19th March 2023 - Lambing Sunday, Bicton College, 19th March 2023 - School Easter raffle - Father's Day, 18th June 2023 - Bicton 10k race event and cake stall, 2nd July 2023 	PTFA Decision To consider providing a savour packed lunch type option at Lambing Sunday. Members to help where they can; from baking cakes to helping to source raffle prizes.
9.	PTFA Reflections (What have we done to enrich school life at this meeting?) <ul style="list-style-type: none"> - Spending commitment for Christmas panto - Recruitment campaign to promote PFTA and fill committee vacancies - Having a link on the PFTA page on the school website 	
	Meeting finished: 14:35 Next meeting: to be confirmed.	