



BIDWELL BROOK PTFA

Charity Number = 275550

COMMITTEE MINUTES

Friday 1st May 2026, 9.30am at Bidwell Brook School

Present: Georgina Allen (GA), Julia Allen (JA), Bex Ellis-Dunstan (BE-D) , Sarah Kershaw (SK), Amy Kingshott (AK), Darcy (D)

Warren Smart (WS) for 15min finance update

Absent: Christine Walker (CWa) , Faye Curtis (FC), Chris Winiger (CW), Jodie Hamilton-Duffy (JH-D), Marie Barrett (MB), Monika Davis (MD)

AGENDA

ITEM
Welcome and Apologies
Previous Minutes (March 2026) Actions completed/outstanding
Spring Disco
Parent Questionnaires - feedback
Funding Requests
Finance Update
Upcoming Events
Any Other Business
Date of Next Committee Meeting

ITEM	ACTION
<p>Welcome and Apologies</p> <p>GA welcomed everyone to the meeting. AK and D were attending for the first time so introductions were made to the whole group. AK is parent of child in Ladybirds and D is TA in Bee's class.</p> <p>CWa, MD, FC, CW and JH-D - absent with apologies</p>	
<p>Previous Minutes - Actions completed/outstanding</p> <p>FC and MD to be added to bank account as signatories</p> <p>Leavers hoodies will now be ordered and paid for by PTFA. SK to email staff to inform them of this change and ask them to make contact via committee@email address</p> <p>Easy fundraiser and School Lottery to continue to be promoted to parents.</p> <p>Fire grab bags have been ordered and will be distributed to school next week. Photos to be taken and used in the next newsletter.</p>	<p>BE-D</p> <p>SK</p> <p>All</p> <p>GA</p>



<p>FB group has now been changed to a page - has made it much easier for people to access.</p>	
<p>Spring Disco Great success, lots of positive feedback from all the families that attended. We will definitely look to do another family disco later in the year. AK mentioned how touching it was for her son to be able to attend something like that and as parents they didn't have to worry as everyone was so welcoming and understanding. This was echoed by GA and BE-D.</p>	
<p>Parent Questionnaires - feedback These were sent as paper copies and online form - 17 responses received in total. Top events were : <ul style="list-style-type: none"> - Outdoor Cinema - Santa's Grotto/Christmas Event - PTFA Summer Fete </p>	
<p>Funding Requests KS1 request for some cooking equipment for use in weekly cooking lessons. Total £68.06 - agreed in meeting (6 votes). GA to action order and check if items can be sourced cheaper elsewhere before purchasing. Maths department request for playground resources - chalkboard numberline and number square - total £240. GA to research alternative websites to check best price available. Vote will be shared on WhatsApp/email for this request.</p>	<p style="text-align: right;">GA</p> <p style="text-align: right;">GA</p>
<p>Finance Update BE-D confirmed that the PTFA account has a balance around £13,000. BE-D will liaise with WS to sort out the 'pot' of money still held by school for PTFA funds, this will be transferred to the main PTFA bank account and school to be reimbursed for any payments still outstanding. Zeffy is now set up for ticketed events including the sale of raffle tickets. This will take the pressure off of using the school system 'School Gateway' and reduce the amount of PTFA admin SK is having to do. Zeffy will also allow external people to purchase tickets much more easily.</p>	<p style="text-align: right;">BE-D/WS/SK</p>
<p>Upcoming Events Plant Sale - Friday 8th May 10-12pm at Totnes United Free Church. Volunteers confirmed - GA, JA, FC, CWa and staff Rosie and Dan from 6th Form to bring 2 or 3 students for an hour. Plant donations need to be in school for Thursday, reminder email to be sent to parents 1/5/26 (DONE) Reminders to be put on committee WhatsApp for plant donations, bags and to arrange who is collecting plants from school etc. BE-D to arrange float in a money tin. Security labels for donation tins need to be ordered as SK said they don't have any left. FC to bring along green bunting to decorate the stall D is going to ask if Bee's class can make a poster to decorate the table.</p>	<p style="text-align: right;">BE-D</p> <p style="text-align: right;">GA</p> <p style="text-align: right;">FC</p> <p style="text-align: right;">Darcy</p>



<p>School Summer Fete - Friday 12th June 10-11.45 PTFA will be running a Rainbow Raffle and Teddy Tomobla on the day. PTFA will allocate each class a colour to donate raffle prizes for this and request sent out for any teddy's needing a new home! Raffle tickets to be sold via Zeffy. Volunteers so far - GA, JA, BE-D, AK</p> <p>Sports Day - Tuesday 14th July all day PTFA to be selling cold refreshments and possibly ice creams? Look at either borrowing (maybe from ShareShed) or buying a gazebo for this event. Volunteers so far- GA, JA, AK, BE-D and CA (GA's sister).</p> <p>School Choir Performance - rescheduled for Friday 26th June 6-8.30pm Originally booked for Friday 8th May at Totnes Civic Hall, has been rescheduled for Friday 26th June to be held at school. PTFA will be selling refreshments (no alcohol) and doing a raffle on the night using cloakroom tickets. Prizes to be donated by members of GNO choir and MB asking TA Ellie to source some from businesses. MB to send letter to parents of students performing on Tuesday 5th May GA to amend Zeffy advert with new details and reshare the link. MB to confirm max numbers for hall capacity. We may need to limit the number of tickets per child to ensure we can fit everyone.</p> <p>Plan is to run this event at school and then arrange for GNO and school choir performance possibly at the Civic Hall later in the year (Nov time) combined with other performances eg Taiko drumming? Plan to be discussed at a later date. GA to liaise with Civic Hall re booking reservation and deposit.</p> <p>Meet the staff event - Tuesday 7th and 14th July 3.30-4pm in school hall. PTFA to attend to have a presence and stall providing refreshments. Handout to be prepared introducing PTFA and inviting new parents to join.</p>	<p>MB GA MB</p> <p>GA</p> <p>JA</p>
<p>Any other business</p> <p>SK asked if Zeffy can be used for people to make donations to the PTFA. GA to check and add it to the school website if possible.</p> <p>SK asked if PTFA would be able to support funding class summer trips again this year. Previously this has been £100 per class (£1600 total). WS suggested using pre paid cards instead of cash for this. BE-D to investigate the cards. Vote will be needed from the committee for agreement of £1600 and requests will need to be submitted for each trip by class teacher. GA to send out email to all staff.</p> <p>Wish list idea - has been discussed previously but we are now looking to do this as a Christmas Wish List - sent out around October time. Up to £100 over 3 wishes per class for the school year (ie.not to be repeated in the same academic year)</p> <p>My Child's Art - JA has ordered a pack to have a look at, seems like a very good set up and easy to organise. They provide everything we'd need to run the fundraiser. Could possibly arrange for this to be done as an end of term fundraiser?</p>	<p>GA</p> <p>BE-D /GA</p> <p>ALL</p> <p>ALL</p>



<p>JA suggested organising some events for BB students over the 6 week summer holidays such as hiring venues for our private use like soft play, swimming, bouncy castles and pizza sessions (Civic Hall).</p> <p>AK is keen to get involved and has offered to do some research into suitable venues/activities that we could suggest for SUMMER FUN events.</p> <p>This could be ticketed and advertised through Zeffy. Not a money maker for PTFA but a good opportunity to meet more families etc.</p> <p>GA to set up AK with a PTFA email account so she can approach businesses.</p> <p>Minutes to be added onto school website so they are visible for all. GA to send minutes to CWa.</p> <p>We discussed the possibility of running future meetings outside of school and or on teams to encourage more attendance. A poll will be put on WhatsApp and FB groups to see what's most popular with parents. MB has told GA that most families are living in the Newton Abbot area so this may be a good location.</p>	<p style="text-align: right;">GA</p> <p style="text-align: right;">GA</p>
<p>Date of next committee meeting</p> <p>Provisionally arranged for Monday 8th June, time and venue TBC</p>	