



West Hill PTFA Minutes

09/10/2025

Attendees: Bruce Wilkinson (Chair), Rachael Jewell (Treasurer); Nik Nash (Secretary); Kaylee Smith; Jo Bromley; Cathy Armstrong; Lucy Holding, Lou Down.

Introduction

- Bruce started the meeting.
- Agreed that the AGM minutes would be approved at the next AGM.

Accounts update

- On 01/09 £32,714.43 in account
- Post commitments down to £21,449
- Want to keep circa £5k in bank for budget for ball/ fete/ fees etc
- Bids in from school are more that we can support.
- Want to reserve money for yr 6 party/ crackers etc
- Think about how/ where we want to spend money

Funding Requests

- Discussion r.e. whether Twinkle & book loan were a good use of PTFA funds.
- Lucy advocated for the book loan. Said it was an excellent resource, always up to date and topic baskets were provided per year.
- Nik reminded the group that Rob Pantling had previously advised that books were seen as consumables in school and they had to commit to replacing a significant proportion each year.
- It was suggested that there were grants available for books and libraries- could this be investigated?
- Given current funds, should the PTFA support the refurbishment of the library & not the books?
- Jess Bailey may have some money left in locality fund that could be used for refurbishment
- Parish Council should also be approached r.e. potentially contributing towards funding of library
- The PTFA would also like further clarity on how much the school is putting in to the library
- The PTFA agreed to ringfence £10k for library
- Rachael has email the school to confirm that the current plan is unaffordable.
- PTFA could allocate an amount to school trips to discount with parents paying the rest

- Make it fairer across year groups and allocate circa £300 per class
- Allocate £200 budget for Yr6 leavers party

Winter Party

- 3 course sit down meal or buffet? Hire of ovens and servers are a high cost.
- Caterers have advised that it would be circa half the price for a buffet.
- PTFA agreed that we would trial buffet menu.
- Bruce to circulate choices to group for votes
- Agreed to politely decline East Devon Dance for opening
- Bruce updated that raffle tickets were due for delivery tomorrow
- Cathy to do poster and provide to school for circulation with newsletter
- Discussion on whether to make it an Autumn Ball/ party to move away from Christmas. PTFA decided that people who wish to come, will always make time.
- Katlee has let the village hall committee know that we're going ahead with ball and reserved the 27/06 for the fete
- Chocolate tombola date needs to be changed to avoid clash with nativity.
- Bar- Bruce has one with optics etc and has found volunteers to run it
- Bruce will also source welcome drink
- No auction this year
- Agreed that Nik will push the start date of the bank back to 2030 to allow time for food
- Nik to also confirm with band r.e. music whilst people arrive and confirm we can use the mic
- Query whether we can use the school laminator for the bar menu
- Bruce suggested a 70- 100% mark up on alcohol
- Bruce confirmed that no extra fridges were required
- To reduce costs it was agreed that wine on the table would not be included
- Discussion was had on best app to sell tickets online. Rachael confirmed that Sum up was used last year via a QR code
- Music license- temp event notification required?
- Bruce has already applied for bar license
- PTFA need to double check if the music & alcohol license were covered by hire
- Poster to go out tomorrow
- It was agreed to get together in 2 weeks for progress report

Fete

- Bruce's company will sponsor the fete
- Email to be sent out in advance r.e. fete to try & gather further sponsors
- Bruce has also had interest from some parents in running a nacho tent