



West Hill PTFA Minutes

05/02/2026

Attendees: Bruce Wilkinson (Chair), Rachael Jewell (Treasurer); Nik Nash (Secretary); Natasha; Cathy Armstrong; Lucy Holding, Lou Down; Matt Carpenter; Rob Pantling; Danielle Receveur

Introduction

- Bruce started the meeting.
- Noted that there was quite a few people struggling to log in.
- Confirmed it had been a difficult year for the PTFA

Accounts update

- Rachael confirmed that all money in the PTFA account was allocated other than £5k reserve.
- Paying the circus performed had taken us just under the £5k reserve.
- We need an event to build the funds back up.

Funding ideas

- It was suggested that we ask year groups what they'd like to put on and then request the support as required.
- Quiz & Fizz was a good earner for the Pre School. Circa £850 with 6 people required to run it on the night. We could buy back leftover alcohol from the Winter Ball to sell. Instead of setting up bar have table service. Host in smaller room. Matt confirmed he was happy to be Quiz master. Suggested we could theme it with St Patricks day.
- Disco 27/03. Set up from 1500. Each disco session will be 1hr with KS1 at 1600 & KS2 at 1730. Agreed to trial new DJ who is more interactive & will do games with the children. This will require the tickets to be circa £1 more expensive.
- Break the rules day- agreed to do this the same day as the disco.
- Bake sale- agreed that this term it would R & Yr 6 and take place on 31/03. The PTFA would like to encourage the children to take some responsibility for making the cakes/ running the stalls etc.
- Lottery- the 100 club folded as there was no one to run it. A volunteer would need to be found.
- Colour run- this is a popular idea that's been raised several times. Lucy has experience of running this at her current school. Money is raised by sponsorship. Volunteer required to organise & run the event.

Request for new Treasurer

- Rachael to be in post until end of academic year
- PTFA to create 'job advert' for the newsletter outlining what's involved and make the post less daunting.

Class Reps

- It was noted that it wasn't clear who the Class reps were and that some year groups were missing out on messages it was agreed the following:

Reception- to be recruited. Nik to make requests.

Year 1- Lucy

Year 2- Lou

Year 3- Nik

Year 4- Natasha

Year 5- Amelia

Year 6- Jo

Funding Requests

- Rob requested £750 for the floor in the yr 3/4 boys bathrooms. PTFA is unable to pay for structural work. Given that the sub floor needs to be replaced, it was queried whether we could fund this. PTFA would also need to fundraise prior to committing.
- £20 yearly subscription for Chat GPT subscription was also requested. There was not much enthusiasm to fund this.
- The year 6 leavers party was discussed. It was agreed that £250 would be allocated. This reflects the significant donation that was made when the children were in Yr 5 to fund their activities week.

Fete

- To try and share the load, it was agreed that the PTFA should break down the no. helpers by year group and challenge the Class rep to recruit.
- Cathy has emailed all the previous stall holders
- East Devon Dance & Jo Wilson Dance can both perform.
- Anne Oliver from the Parish Council would like to help & encourage other community groups to get involved.
- Ambition to get local businesses involved.
- Gerry may run the BBQ & Emily & John have agreed to run the bar for one final year.
- Need someone to take charge of the raffle.
- Sponsored bounce earned a lot with little effort. We could increase the value by hiring the bouncy castle ourselves. Confirmation required on the H&S & safeguarding implications that would go with this.
- Keen to see more activity stalls- bring back the coconut shy
- Class reps to canva for support & organise rotas for volunteers
- Advertising- need someone to run
- Cathy to create a fete specific Whatsapp group after Feb half term.

- There are several gazebo's in the PTFA cupboard. We need to set them up and see which ones are still in good condition. Bruce has agreed to organise.
- Francis Pullman from the Praish Council is keen to make a contribution towards the library. Rachae has confirmed she'll respond.
- World Book Day- Rob confirmed that the Library will be decorated next week. Books in after half term. Invite PTFA, Parish Council & Ottery Library to opening.
- PTFA agreed to fund £500 for Author/ Illustrator from Budleigh, Tom McClaughlin. Agreed on 18/03 to avoid class with PGL.