

Clerks report

Clyst Vale Community College

September 25



1. **Application details:**

A small grants application has been from the newly formed Clyst Vale Community College PTFA for a grant of £490.00. This start-up grant is to support a resurrection of a PTFA at Clyst Vale, and will be used to purchase a noticeboard, event shelter, storage boxes, second-hand uniform associated costs, and the dry cleaning of donated prom dresses.

2. **Criteria check:**

The Proper Officer confirms:

- a. the applying organisation meets the agreed criteria;
- b. the project meets the agreed criteria;
- c. it is likely that the grant will be spent within the required timescale;
- d. the Group has submitted all the requested accompanying documentation, copies of which are held on file.

3. **Evidence of need/community support?**

The PTFA has been working closely with the college and students to ensure there is support for the organisation. There have been conversations with the wider community, including the parish council and Clyst Caring Friends.

The committee comprises a group of dedicated parents who have brought this around through their own hard work in their own time.

4. **Additional funding:**

There is no shortfall indicated for the start-up funding. The group has a realistic business plan (appended).

5. **Balance of Broadclyst Community fund to date**

Date:	Group	Award	Balance
<i>Opening fund balance</i>	<i>Broadclyst Community Grant fund</i>		<i>£10,000</i>
July 2025	Net Ninjas	£499	£9,501
July 2025	Environment Group	£850	£8,651
Summer 2025	Broadclyst Theatre Group	£2,000	£6,651
October 2025	Clyst Vale Community College	£490	£6,161

6. Recommendation

To support the valuable work of the PTFA:

- a. it is recommended that this application is approved in full at **£490**;
- b. the Group is invited to attend a future meeting to report back to the council on the project.

This concludes my report

Angie Hurren, Broadclyst Parish Council Clerk

27.09.2025

Appendix A

Business Plan for Clyst Vale PTFS

1. Executive Summary

The Parents, Teachers, and Friends Association (PTFA) of Clyst Vale is a dedicated, volunteer-led group that works to support the school community by raising funds for various educational initiatives and resources. Our mission is to enhance the learning experience for students by raising money through community-driven events, such as bake sales, uniform sales, and school events. The PTFA aims to enrich the educational environment at Clyst Vale by providing students with resources and experiences that go beyond what is funded by the school's budget.

Our key milestone is to become a registered charity, which will allow us to secure additional funding opportunities and formalise our contribution to the school's educational mission. Our activities will be focused on supporting the local community and families connected to the school, creating a strong, engaged network of supporters.

2. Mission and Vision

- **Mission:** To raise funds for Clyst Vale through community events, providing students with educational resources and experiences that support their academic and personal growth.
- **Vision:** A vibrant, thriving school community where students benefit from a rich, well-rounded education, supported by the active involvement of parents, teachers, and friends.

3. Objectives

- Raise funds through events like bake sales, uniform sales, and community gatherings.
- Foster a sense of community involvement and strengthen connections between families, teachers, and the school.
- Become a registered charity to expand our reach and funding opportunities.
- Allocate funds towards student resources, educational programs, and extracurricular activities that enhance the learning experience at Clyst Vale.
- Provide clear reporting on funds raised and the impact on the school community.

4. Strategy

Our fundraising strategy will be built around regular events and ongoing initiatives that involve the local community and the families of students. We will focus on:

- **Community Events:** Hosting events such as quiz nights, bingo, discos that bring together students, parents, teachers, and local residents.
- **Bake Sales:** Organising bake sales at school events or community venues to engage the local community and raise funds for educational initiatives.
- **Uniform Sales:** Selling second-hand uniforms to both raise money and provide affordable options for families.
- **School Events:** Partnering with the school to integrate fundraising into school events like sports days, concerts, or plays.

Each of these activities will be organised with the goal of generating as much funding as possible, while also promoting a sense of community and volunteerism.

5. Target Audience

Our primary market consists of:

- **Parents and Families:** Families with children attending Clyst Vale are our core supporters. We aim to engage them through various events and activities that contribute to both the school's needs and the community spirit.
- **Local Community:** Residents in the surrounding area who want to contribute to the success of the local school. We will promote events and initiatives to attract local support, both in terms of attendance and donations.
- **School Staff:** Teachers and administrative staff at Clyst Vale will play a critical role in supporting our events and ensuring the funds raised are directed towards areas that benefit the students most.

6. Key Milestones

- **Launch Events:** Organise and host a series of events within the first year to establish ourselves as a key part of the school community.
- **Charity Registration:** Achieve formal charity status within 12 months. This will enable us to apply for larger grants and open up new fundraising avenues.
- **Annual Fundraising Goal:** Set a clear financial target for the funds raised each year. We will assess progress through event success rates and community engagement.
- **Fund Allocation:** Establish a transparent process for how funds will be allocated, prioritising educational resources such as books, tech equipment, and extracurricular activities.

7. Market Analysis

The market for the PTFA's services is the local community and the families of students at Clyst Vale. There is a strong desire among parents and local residents to support education and the school, but also to be involved in social and community-driven events. The PTFA will capitalise on this by creating fun, engaging, and valuable events that everyone can participate in. Additionally, the opportunity to become a registered charity will make us more attractive to a wider pool of donors and potential supporters.

We will also engage with local businesses and sponsors to support our initiatives, especially for larger events or ongoing funding campaigns.

8. Risk Management Plan

While there are always risks associated with fundraising activities, we have identified key areas and strategies to minimise these:

- **Financial Risks:** Limited revenue from events or low turnout.
 - **Mitigation:** Diversify our fundraising efforts (e.g., hosting multiple types of events, offering online fundraising opportunities, and pursuing sponsorships).
- **Volunteer Availability:** A reliance on volunteers may lead to event difficulties or reduced involvement.
 - **Mitigation:** Recruit and maintain a strong base of parent volunteers, with clear roles and responsibilities. Engage the school staff to assist where possible.
- **Event Cancellations/Weather:** Outdoor events are subject to weather conditions, and other events may be impacted by unforeseen circumstances.
 - **Mitigation:** Have backup indoor locations or reschedule dates in place. Promote events well in advance to build community anticipation and support.
- **Charity Registration Delays:** The process of becoming a registered charity could take longer than anticipated.
 - **Mitigation:** Prepare a backup fundraising plan that does not rely solely on charity status in the interim.

9. Conclusion

The PTFA at Clyst Vale has the potential to make a meaningful and lasting impact on the school and its students. By raising funds through community-driven events and initiatives, we aim to provide vital resources and enrich the educational experience of every student. With a clear strategy, committed volunteers, and a focus on collaboration, we are excited to embark on this journey to support Clyst Vale and its pupils.