

Parents, Teachers & Friends of Eldersfield Lawn Church of England School



Minutes of PTFA Meeting on Thursday 11th September, 6:30pm held at The Hunters Inn

Led by Amy Kinahan

1. Welcome and Apologies

AK shared the agenda with everyone and any apologies.

Attendees

Suzi Bainbridge (SB), Vicki Wallace (VW), Amy Kinahan (AK), Tansy Goodman (TG), Sarah Hindle (SH), Ellen Challoner (EC), Lucy Jenkins (LJ), Sophie Scott-Lewis (SS-L), Sarah Rushford (SR), Tansy Goodman (TG), Tricia Sykes (TS)

Apologies

Jackie Ostocke (JO), Emma Carolan (EC), Shelley Ebsworth (SE), Molly Wellon (MW), Loyda Winning (LW),

1. Harvest Treasure Hunt

Date decided is Friday 10th October – After school care will continue as usual.

Event to run from 3:15 to 4:15ish. We will promote it as a Stay and Play session so adults can chat too whilst children do the activities.

Charge - £6 (Or £10 for Sparkly, Spooky Disco included as well)

NB: After further discussion post meeting, price will now be £3 (including Squash and mini muffin) and payment will be arranged through ParentPay. Refreshment stall and trinket stall will be run for the event.

The concept was discussed – Hunt around the school grounds, and/or make the word.

Discussions and suggestions were given on how it could work best. Ideas Included;

- Collect a sticker at each station
- Collect a laminated pumpkin with a letter on
- Build a word
- Ticklist of finding pictures

AK to lead looking into creating the hunts and then will ask volunteers to help on the day.

It was decided to have a KS1 and KS2 version.

Prizes for completing;

-Chocolate prize, or small token gift from left over stock from Christmas/Summer Fairs. Prize to be included in the price.

Refreshments;

- Tea, coffee and mini muffins (to be included in the price)

**Chair – Liam Haydon
Treasurer – Suzi Baimbridge
Secretary – Vicki Wallace**

**C/O Eldersfield Lawn CofE Primary School, Corse Lawn, Gloucester, GL19 4NY
Tel: 01452 780309 eldersfieldptfa@yahoo.com**

Registered Charity Number: 517304

Parents, Teachers & Friends of Eldersfield Lawn Church of England School



- No sweets
- Could use left over cakes from donations from Harvest Service and Coffee morning at school afterwards.

Additional idea of a little stall selling trinkets and things? 50p? To be confirmed.

Actions: AK to create a scavenger hunt.

PTFA to volunteer and help set up/run refreshments etc;

2.Spooky and Sparkly Disco

Discussion around timings – it was decided it could be better to bring it earlier to ensure more parents stay? Although conversation with MW and school around clubs and if it would be preferable to do a later time.

Proposed timings and date for now are: Thursday 23rd October, 3:15-5pm

Charge - £6 (Or £10 for Harvest Hunt as well)

NB: After further discussion post meeting – update to £7.

Charge will include;

Disco, Glowsticks, Hotdog and drink.

Volunteers – Tricia Sykes, Tansy Goodman, Vicki Wallace, Amy K

Dismissing children at the end of the Disco was discussed. SH agreed that it worked better being dismissed from classes as previously done. 4 members of staff needed to take children out via classes.

Chillout area will be in old Library if any children need a place that is a bit quieter.

Actions: VW – Order glowsticks

AR – Sausages for the disco

SB – Order pre-sliced rolls from St Georges for Disco

3.Brainstorm – Increasing Engagement

Suggestion to mingle and encourage parent participation at the Treasure Hunt.

Ideas are welcome for how we can encourage any other parents to support the PTFA

AK showed an example of a poster that will be circulated to make it known about all the things that PTFA have supported this last academic year and monies raised etc;

4.Cauliflower Cards

Discussed the process involved in organising. Going forward next year, we need 1-2 people to take it on and run the process. It is always well loved by parents and generates a good income for the PTFA. AK to lead it this year, LJ volunteered to support. May need more PTFA volunteers to help with producing the artwork in classes.

Chair – Liam Haydon
Treasurer – Suzi Baimbridge
Secretary – Vicki Wallace

C/O Eldersfield Lawn CofE Primary School, Corse Lawn, Gloucester, GL19 4NY
Tel: 01452 780309 eldersfieldptfa@yahoo.com

Registered Charity Number: 517304

Parents, Teachers & Friends of Eldersfield Lawn Church of England School



Actions: AK to find General letter on Google Drive which can be sent out to parents in support of the proof being sent home.

Volunteers to support AK in the process of checking order forms and helping complete artwork in school

5. Christmas Fair – Fri 28th Nov 5pm – 7pm

Date and time was discussed as above and confirmed with Miss Hindle.

Choir will open the event. Check that is ok with MW.

Christmas Tree needs to be delivered for Tuesday 25th Nov. VW will organise the donation and collect the tree for this date.

SS-L suggested a Christmas Tree ornament competition. Children to create a homemade Christmas tree decoration. 50p or £1 an entry, Price TBD. Deadline for entries - Friday 21st November. Miss Hindle will then announce winners in Assembly on Monday 24th Nov.

SS-L to organise prizes – one per year group.

Idea of Class Tea Towels was discussed. VW to look into options. PTFA liked the idea of one design per class and then we can get pre-orders and also sell some stock at Christmas Fair.

The Raffle will be organised by JO and LW. Please let them know of any donations or people we can contact.

Stalls – Ideas of any new stalls would be welcome. SB would appreciate some support in contacting vendors and sourcing new ideas. SB to send a list to AK of current Vendors we ask.

Grotto – AK and TG to decorate the Grotto. Ideas needed for next meeting on how we want to organise entry. Could it run differently to stagger entrance times.

Gift ideas for Grotto – Mini building block (Lego) set as a suggestion or a Light Up toy of some description!

LJ to get a couple of prices for a ½ pig and 100 sausages and rolls. If not, we can get a quote from the Bakery as ordered previously.

Actions: Check Choir can open event as before.

VW to order Xmas tree donation

SS-L to organise prizes for the Christmas ornament competition. Do we need a poster for this?

VW to look into Tea Towels

SB to send list of vendors to AK

All members to think of gift ideas and how best to run Grotto for next meeting

6. End of Year Financials –

Chair – Liam Haydon
Treasurer – Suzi Baimbridge
Secretary – Vicki Wallace

C/O Eldersfield Lawn CofE Primary School, Corse Lawn, Gloucester, GL19 4NY
Tel: 01452 780309 eldersfieldptfa@yahoo.com

Registered Charity Number: 517304

Parents, Teachers & Friends of Eldersfield Lawn Church of England School



SB will prepare the financials for AGM which is next meeting.

AK to create a poster to share with parents with snapshot of funds raised, what we have bought so far and what we intend to spend on.

Date of Next Meeting – Thursday 2nd October 2025 and Quiz After

**Chair – Liam Haydon
Treasurer – Suzi Baimbridge
Secretary – Vicki Wallace**

**C/O Eldersfield Lawn CofE Primary School, Corse Lawn, Gloucester, GL19 4NY
Tel: 01452 780309 eldersfieldptfa@yahoo.com**

Registered Charity Number: 517304