

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



Minutes of PTFA Meeting on Thursday 5th June, 6:30pm held at The Hunters Inn

Led by Liam Haydon/Amy Kinahan

1. Welcome and Apologies

LHa shared the agenda with everyone and any apologies.

Attendees

Suzi Bainbridge (SB), Vicki Wallace (VW), Liam Haydon (LHa), Amy Kinahan (AK), Tansy Goodman (TG), Loyda Winning (LW),

Apologies

Louise Herbert (LH), Jackie Ostoke (JO), Ellen Challoner (EC), Shelley Ebsworth (SE), Molly Wellon (MW), Eddie Rushford (ER), Jo Challens (JC), Sarah Hindle (SH)

2. Chair's Update

Liam Haydon announced he would be stepping down from his role as Chair, as his daughter is leaving Eldersfield School. The committee expressed their thanks for his contributions.

It was agreed that Amy Kinahan will act as Interim Chair until the end of the academic year. Many thanks to Amy for coordinating Summer Fayre planning.

3. Movie Nights

Thanks were given to Molly Wellon and all volunteers for running a successful movie night, which had 33 children attending at £5 each.

It was agreed that three movie nights per year would be ideal going forward. Suggestions included preparing popcorn in advance and ensuring reminder messages are clear about timings.

Volunteers for KS2 were discussed – TG, SE, AK, MW. Do we need more?

Actions:

- MW to purchase more popcorn bags
- LW to supply popcorn and drinks for KS2
- Reminder messages to include clear pickup times
- Confirm final volunteer rota

4. Summer Fayre Planning

Amy Kinahan provided a full update on planning for the upcoming Summer Fayre. The following stalls and activities were discussed:

Bar

CK will run the bar, and all arrangements are in place. TG suggested crisps be sold alongside drinks.

Action:

- Explore adding crisps to bar offering

Inflatables

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

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

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Agreed to charge £5 for unlimited access via coloured wristbands. Volunteer supervision will ensure safe numbers per inflatable.

Action:

- Confirm allowable numbers per inflatable with Health & Safety guidelines

Face Painting

Price confirmed at £5.

Cream Teas / Cake Stall

Three parish volunteers secured. Takeaway boxes of cream teas to be offered in celebration of National Cream Tea Day (27th June) and to support the theme of 'Great British Summer Fayre'.

Actions:

- Purchase takeaway boxes
- Purchase napkins, cardboard cups, and tea bags
- Ask to provide wooden knives
- Print ingredient labels
- Ask for scone bakers via group chats (VW can get 30 provided by a family member, LW family member can make 50)

Books & Sweets Stall

Organised. TG and LW donating books along with donations in the shed.

Sweets to be collected by TG and VW from reception parents.

AK confirmed lots of sweet bags from last year.

Price: 50p / £1

Lucky Lollies

Organised by SB.

Price: £1 per go

Treasure Hunt

Prepared by AK but may be delayed until Autumn.

Decision was made to delay for now.

Trinkets Stall

Organised and to be run by AK.

Price: 50p

Higher or Lower Card Game

Discussed concept of the game and if we have any kind of board or easel that could be used to display the cards.

Price: £1

Action:

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- Finalise board/game setup

Hook a Duck

Set is in the shed and some prizes purchased already.

Action:

- SB to purchase additional mini ducks as prizes

Splat the Rat

VW to repaint and return by 14th June.

Action:

- VW to complete and return prop

Free the Bear!

Bear game set up was discussed. It was decided to run as a 'guess the number' to free the bear instead of naming the bear. LW will arrange cage and padlock.

Price: 50p

Action:

- LW to source cage and padlock

Welly Wanging

Volunteer is needed for this game. Prizes need to be purchased, possibly mini trophies like last year.

Barrow of Bottles

AK shared that JO has got two donations of barrows to be used. JO suggested that we promote this raffle for longer and announce the winner in July – last week of term or Friday before. To be decided.

VW to advertise for donations and find raffle books.

Actions:

- VW to promote donations
- Find and prepare raffle books
- Include raffle info in school newsletter

Soak the Leaver

LH has everything ready.

Biscuit Decorating

Price: £2

Actions:

- VW to find flower cutter
- LC to confirm baking dates
- LW to donate storage boxes if possible
- SB to buy icing pens

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- VW/TG to ice biscuits and run stall

Children's Tombola

Fully organised.

Adult Tombola

To be organised by SB.

Action:

- SB to coordinate adult tombola

Competitions

Information will be advertised and sent home this week (6th June). VW purchased rosettes. Miss Hindle is asking Rev Julie if she can judge.

Entry: 50p

Wet Weather Plan

Event will move indoors if necessary.

Food

LHa to pass contact details to AK.

Volunteers

All members are encouraged to recruit at least two volunteers each. Teachers to help increase engagement if possible.

Action:

- Each PTFA member to find two additional volunteers

Decorations

SE and AK to coordinate decoration plans, including a possible balloon arch.

Action:

- SE to create a balloon arch
- AK to supply bunting/decorations

5.A.O.B

Next meeting – 3rd July Next meeting followed by Quiz at The Hunters Inn

AK mentioned that she has some other ideas to share of different fundraising events. To be discussed at next meeting.

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