

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



Minutes of PTFA Meeting on Thursday 27th March, 6:30pm held at The Hunters Inn

Led by Liam Haydon

1. Welcome and Apologies

LHa shared the agenda with everyone and any apologies.

Attendees

Louise Herbert (LH), Jackie Ostoke (JO), Suzi Bainbridge (SB), Sarah Hindle (SH), Vicki Wallace (VW), Liam Haydon (LHa), Tansy Goodman (TG), Amy Kinahan (AK), Loyda Winning (LW), Tricia S (TS)

Apologies

Ellen Challoner (EC), Shelley Ebsworth (SE), Molly Wellon (MW), Eddie Rushford (ER), Jo Challens (JC)

2. Disco

SB shared that a fantastic amount of £495 was raised at the PTFA Valentines Disco. Thank you to all of those involved in organising, running and volunteering at the event. It was a great success.

3. Finances Update and Fundraising Needs

Please see Accounts Report below

SB discussed and shared the latest Accounts Report, detailing all of the money raised from our recent fundraising events. The Quiz, Second-hand Uniform Sales and the Valentines Disco have all been very successful.

The PTFA currently have reserves of around £10,500 to put towards school fundraising needs.

Asda Cashpot for School is something we are signed up for and is a nice easy way of bringing in a bit of extra money. SB discussed keeping this for the future and sharing with Year Group WhatsApps to promote.

Action: VW to draft a message to send out to group WhatsApps and promote.

SB updated on latest purchases for school. This year the PTFA were aiming to fundraise to pay for a PA System to be used for events, School productions and daily use in assemblies. SB confirmed that PTFA have paid for a new Amp and 2 new Microphones to work alongside the existing equipment.

Fundraising Needs

LHa noted that the PTFA had been expecting to make a significant purchase in the PA system, but with some good technical support this had been resolved at much lower cost than anticipated. The committee therefore had the opportunity to fund more this year as well as look to a larger project.

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



All members agreed that it would be nice to help contribute to something larger needed at school as well as continuing to support with some lower costs, such as enrichment and experience days for the children.

Given this change, the committee agreed that we should communicate with parents to advertise more of what the PTFA have recently purchased and what we are fundraising for currently.

LH suggested sending out a letter to new parents as we have done previously. JO suggested that we send to all current parents as well as an update for all.

AK offered to create a poster with all recent events/items purchased so far this academic year and to include things we are working on for the Summer Term.

Actions: AK to create poster to share with parents.

LHa to draft letter to send to new parents

SH shared a 'wish list' of items and enrichment days that school would like to provide for the children and to ask if the PTFA would like to support any of them. SH gave suggestions of some smaller items, some larger scale projects.

Smaller items/ Enrichment days

1.Suggestion of a Street Dance group

Urban Strides. A dance group from Young Voices that would deliver workshops for KS2. Main focus on KS2 but could do KS1 taster sessions. Cost would be approximately £550 + Expenses, to include overnight accommodation.

School would welcome any other alternatives to this. MW suggested a contact for a local Street Dance company that may be able to help and deliver sessions to all classes.

2.Well-being Workshop

Focus on building Resilience. SH explained that this is an experience day that would be very beneficial to promote Well-being within the school. Cost would be £275.

3.Mini Archery Sessions

This would be for all children doing mini workshops throughout the day. Cost would be £200 + expenses.

4.Spelling Shed Resource

Spelling software annual subscription. SH explained that school would like to try a new Spelling resource for the children to use, one that they feel would be more accessible for the children and inline with the 'Literacy Shed' resource that they currently use to support Teaching and Learning in English lessons. Annual cost would be £2 per child, per year. SH explained this would be for approximately 85 children (excluding Reception Children as access is not needed).

5.Frog (or an animal!) Bin/s for Playground

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



SH would like to involve the School Council members in this, they could help to fundraise for it as an option and PTFA could contribute or purchase.

Rough costing of a bin - £600

Larger Scale Items

1. Playground Equipment Re-Surfacing

SH explained that the surface for playground equipment is in need of repair, particularly around the gym equipment. When there is a lot of rain the ground gets flooded and causes further damage to the ground as well as making it unusable for the children.

SH is in the process of getting quotes to get the proper drainage needed for it as well as re-surfacing quotes.

PTFA Committee agreed to discuss further once we had quotes.

2. New Learning Space

SH discussed how School have worked hard over years to re-purpose spaces around school to maximise learning spaces for children.

There is a need for more space within school and school would really value this to provide more learning space for all children to use.

SH confirmed there is currently no preferred option, but would likely look to create another 'Outdoor Classroom'.

LH suggested a Portacabin as a solution. SH agreed that this could be another potential solution that has been mentioned.

SH said that school will be looking into grants further but would appreciate any contributions that the PTFA could make towards providing additional space for the children to use.

AK mentioned that she may know of a contact that could be helpful in looking into how space could be created and utilised.

JO asked about planning permission. SH confirmed that Planning permission would need to be granted.

The PTFA discussed the above 'Smaller cost' and 'Larger Projects'. All members agreed that all smaller cost and enrichment days would be paid for by the PTFA with the exception of the Bins for now whilst this is looked into further.

All PTFA members agreed that we would like to fundraise to help contribute towards a new learning space for the children.

Actions: SH to discuss and look further into quotes for re-surfacing and to look into playground Bins with school council. These 'wish list' items will be looked at again, perhaps in the next academic year.

AK to look into possible contact that could help with new learning space

SH to look into grants for new learning space

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



4. Summer Fair

PTFA Committee decided that all proceeds would go towards contributions for a 'New Learning Space' within school. This will be communicated with parents on all advertising and when acquiring raffle prizes etc.

Dates and timings of the 2025 Summer Fair were discussed. The following was decided.

Friday 27th June 3:15pm – 5:30pm

Theme and opening of Fair was discussed. Members suggested that school Choir could open the Fair as always works well at Christmas. SH will discuss with MW.

Theme to be 'The Great British Summer Fayre'

Opportunity for children to enter competitions such as; Baking, Junk Modelling, Painting etc;

Rosettes and certificates to be awarded to 1st/2nd/3rd place.

SB discussed trader stalls and how, due to timings on a Friday that not many trader stalls normally book on for this. PTFA agreed to keep to 5 or so trader stalls for 'regular' traders that will want to and be able to attend. LHa suggested Mrs Rowberry's Book for Bugs Stall as an option.

Mad Hattie Face Painter was used last year. LW mentioned that this would need to be booked promptly as she gets very booked up. Great feedback from using her last year.

Food options were discussed. Due to timings of the fair it was suggested that some sort of hot food available would work well. TS suggested a contact that she would try.

Gumbie's Pizza was used last year but we did not get much profit from this.

Hog Roast was suggested as another possible option or to just have a cake stall and perhaps sell sausage rolls. LHa will look into some options. Any suggestions from PTFA committee and/or parents would be great.

Inflatables – this has been booked with 'With the Ball' previously. LHa to look into booking with them or with an alternative if needed.

PTFA run stalls. This will be discussed in more detail at the next meeting. Some early suggestions were made for the following; Sweets, Cakes, Adults Tombola, Children's Tombola, Games – Welly Wanging, Soak the Leaver, Hook a Duck, Barrow of Bottles.

Dates for Non-uniform in exchange for tombola prize donations was discussed and confirmed as the following;

9th May – Children's Tombola Donations

13th June – Bottles for Tombola Donations

**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



LH said that all old signs are now rolled and labelled in the shed. LH suggested they could be re-used if painted on the back for parking signs etc.

AK has been looking into ordering new signs and ones that can be re-used each year. For a vinyl sign that can be reused and dates changed it would be a rough cost of £138+ VAT for a 3mx1m. PTFA committee agreed that this would be a good investment.

Actions: AK to look into Vinyl sign and creating poster

LHa to book facepainter, inflatables and look into Food truck options

- LW to contact ice cream truck
- TS to contact Food truck idea

JO to start acquiring raffle prizes

SH to ask MW about choir opening fair

SB to book regular trader stalls

5. Movie Nights

SH confirmed dates and times for Movie Nights.

Weds 4th June – KS1 5:30 – 7pm

Weds 11th June – KS2 5:30 – 7pm

4-5 volunteers needed would be needed. LW offered to help and other members too.
Price was agreed at £5 a ticket to include drink and popcorn.

Actions: MW to create poster and send out to parents/school newsletter

6. Other Spring/summer Activities/fundraisers

Business Enterprise Day – PTFA fund the resources to organise. This will be carried over to the Autumn Term.

Ice cream Fridays

Ice creams to be bought from Aldi and/or Tesco and sold on Fridays. Keep costs as previous years.
Walls donation was discussed – this will be kept for the Sports Day refreshments.

SB mentioned about parking. SB will speak to EC to contact the common about sports day and summer fair parking arrangements.

Action: SB to ask EC regarding parking on common

MW to create poster to go out to parents

SB to check stock

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



KS2 Production – Bushley Village Hall

SH suggested PTFA supplying a bar or refreshments at the KS2 production. Alcohol licence would be needed. LH and JO mentioned that they could ask CK about this and to get one in place.

Members discussed the logistics of being able to do this efficiently. VW suggested a pre-ordering drinks system so drinks can be ordered and made in advance so parents can easily collect their refreshments upon arrival. This could be paid and ordered via ParentPay.

Actions: SH to look into ParentPay and setting this up.

LH/JO to ask CK to help acquire licence if going ahead with idea.

7. AOB

LHa noted that the PTFA have recently organised events during afterschool care/club hours. It was confirmed that, as per the Parentkind Charter, any support undertaken is on a volunteer basis. With this in mind, no payment will be made for supporting PTFA events; however, when planning activities the PTFA will endeavour not to impact on members of staff's usual hours or pay (including after school commitments).

SB suggested asking for £2 donation for future non-school uniforms as and when we do them not asking for other donations. Discussion around starting a '200 Club' as an alternative/alongside this. LHa and SB will look into this option further.

LH mentioned that the water urn has now been bought back and is in the school shed. It has been PAT tested and passed but sometimes trips the electrics at school.

LH will arrange with AK for a handover about the Christmas Cards ready for next academic year.

It was discussed about more regular updates with parents going forward and use of Facebook and the noticeboard to create more of a presence and communication.

SB updated everyone that Ellen C is attending the Common council meetings to stay in the loop about parking outside school. Concerns were raised on the general upkeep of that area as it has sunken in some places. LH mentioned that Richard Ridley would be replacing posts in near future on the common side of the car parking for school.

Traffic and speed of cars at school pick ups and drop offs was discussed. AK suggested that we could buy the People/Police People signs to slow cars down.

8. Date for next meeting

Thursday 1st May 6pm at The Hunters Inn. Followed by attending the Quiz afterwards for those that would like to.

**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



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

Registered Charity Number 517304

Accounts Term 2- 22/01/2025- 26/03/2025

STATEMENT OF INCOME AND EXPENDITURE

	Income	Expense	Net
Events & Activities			
Second Hand uniform	2.50		2.50
Valentine Disco	601.47	(106.16)	495.31
Textile bin	39.90		39.90
Asda Cashpot for Schools	60.34		60.34
The Hunters Quiz	200.00		200.00
Sub-total	904.21	(106.16)	798.05
School donations			
Microphones & Amp		(345.20)	(345.20)
Sub-total	0.00	(345.20)	(345.20)
Adminstration			
service charges		(4.25)	(4.25)
Sub-total	0.00	(4.25)	(4.25)
Total Income & Expenditure for the Term	904.21	(455.61)	448.60

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