

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



Minutes of PTFA Meeting on Thursday 7th November, 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), Tansy Goodman (TG), Jackie Ostocke (JO), Vicki Wallace (VW), Sarah Hindle (SH), Ellen Challoner (EC), Liam Haydon (LHa), Shelley Ebsworth (SE), Emma Carolan (ECa), Eddie Rushford (ER)

Apologies

Claire Kinahan (CK), Stacey Prosser (SP), Melissa May (MM), Amy Kinahan (AK), Loyda Winning (LW), Suzi Baimbridge (SB), Molly Wellon (MW)

2. Christmas Fayre Logistics

Trader Stalls

SB shared there are currently 9 stalls signed up. Two recent enquiries have come in for stalls – Jay Portman and Lauren, Catering staff. SH confirmed that Lauren, catering staff, would like to have a stall, she will also be donating something for the raffle.

Actions: VW to check with SB if the 2 recent enquiries above are included in the 9 confirmed stalls or if this brings us to 11.

Activity/Games Stalls Rota

EC went through the Stalls/Games and all the volunteers that are currently allocated. EC confirmed we also have a standby list of some volunteers if more are needed.

The following stalls were discussed to have more volunteers allocated. If classes in charge of these can organise more volunteers, that would be appreciated;

Ping Pong – SH/School to decide amongst themselves for some more volunteers to be able to help with their stall.

Secret Stall – School will organise staffing of this, wrapping paper and sellotape that is needed to run the stall.

Santa's Grotto – 2 more volunteers needed. It was also discussed about getting donations for more decorations such as Light up reindeer and anything else that would be useful.

Wheel of Fortune – Volunteers needed to run this.

'Guess the square' (Name TBD) – ECa and school/Class 4 will organise the game with her class. LHa will order the prize ('Outsmarted' Board Game).

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

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Reindeer Poo – Hannah Buckland will organise all the things needed for this stall and also for Hot Chocolate stall. She has offered to run them both and get people to help her run them if needed.

Prices for all activity/games stalls were discussed – please see spreadsheet of stalls for all prices created by EC. EC will update this and share with the committee as soon as possible. Most prices are the same as last year. Following stalls prices were changed and/or discussed;

Tattoos – 50p

Arts and Crafts - £2

Food - £5 for Pork Rolls, £2.50 for Sausages

Actions: LHa will check previous years prices charged for games

EC will buy some bulk prizes for the Ping Pong and Wheel of Fortune stalls

AK will purchase some prizes for the Stockings

All members will ensure their classes stalls have all volunteers needed and check with EC if not.

All members will bring in donations/lend for Grotto decorations and give to SE SH/School to organise Secret Stall, Guess the Square and Ping Pong volunteers

Santa's Presents

Santa's gift was decided, and order was made to the North Pole. Committee decided to order 150 units.

The idea of a 'wrapping party' was discussed. VW will organise a date for this.

Actions: LHa/SB to make order to North Pole

VW to set up a poll to find best date for wrapping party

Discussion/confirmation to be had on who will get wrapping paper for this.

Food

Hog Roast and Sausages are all organised to arrive on the day. We need the Gazebo again to serve the food outside as last year. Prices were discussed and outlined above as well. £5 for a roll, £2.50 for sausages. We need 2 more volunteers to help with handling money.

Actions: Find 2 volunteers – EC can you suggest any from the reserve list?

Gazebo needed to set up for shelter

Risk Assessment

LH does not have last years copy of this and believes it would either be on the One Drive or LW may have an old copy we can use. LHa said he would chase this up and sort the Risk Assessment.

Actions: LHa to contact Loyda and/or check work drive for past Risk Assessment

3. Preparation Notices and Reminders

It was discussed that we have sent lots of reminders in the newsletter and on the class WhatsApp groups, we will continue to use the WhatsApp groups and FB page as the main communication for things such as Non-school uniform for donations and things.

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SE and LHa said they would remind Y2 about bringing in contributions for wrapped sweets for the sweets stall. SE asked TG if she could organise Y1 getting the message for sweet donations. LW has already sent a message to Rec and is organising Sweet Stall for Reception.

Actions: LHa/SE to ask for sweets from Y2

TG to ask Y1 or will ask AK to ask for sweet donations

LW to organise Rec for sweet stall donations/volunteers

4. Christmas Tree

VW has spoken to The Natural Christmas Tree Company and has secured a donation for a 6/7ft tree, hopefully 7ft. VW and TG will organise choosing the tree and transporting it to school on Wednesday 27th November. The Natural Christmas Tree Company will send a flyer for us to share and VW will do a thank you for the newsletter and FB post.

Actions: VW and TG to pick the tree and transport to school.

VW to communicate with SH about a time of arrival so caretaker can be at school to help.

VW to put thank you in newsletter/FB and circulate Flyer

5. AV Equipment

ECa and SH explained they are still exploring the PA system. Have contacted Steve Merchant but are waiting for him to be able to come and give a quote.

Actions: EC and SH will chase up getting a quote as soon as possible and then PTFA will look to purchase.

6. AOB

Mince pies and crackers donations have been requested by LHa and JO. This should be sorted but awaiting confirmation.

LHa discussed a request to fund the Pantomime this year from school. The committee decided with SH and ECa that the PTFA would fund the coaches/transport and refreshments for all children instead.

SH - Update on Parish Shed, progress has been made, they have come to an agreement and are now using it for storage with no additional costs. Thank you to EC for the suggestion.

SH - Card for The Hunters. VW to get chocolates and send to Hunters with the card as a thank you for all their donations from the quiz each month.

The Tombola has been found!!! Case closed!

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Valentines Disco

Valentines disco was discussed and arrangements that need to be looked at ahead of time. Times were agreed for 3:15pm – 4:30pm.

Supervisors/volunteers will be needed to help. TG, SE and EC all have DBS checks with the school and can help with supervising toileting etc;

It was agreed that this year children will go back to their classes to gather their things and be collected as normal on the playground, leaving from their own classes at 4:30pm.

Action: Look into a DJ and book as soon as possible. Check with LW the name of previous DJ or any other contacts from committee/wider school?

7. Dates

Date of next meeting - January 23rd at School 6pm with a focus on Valentines Disco planning.

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