

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



## **Minutes of PTFA Meeting on Thursday 17<sup>th</sup> October 2024, 6:30pm held at Eldersfield Lawn School**

**Led by Liam Haydon**

### **1. Welcome and Apologies**

LHa discussed the agenda for today's meeting; to discuss the Christmas Fayre planning, with a focus on items of planning that need to be decided and actioned as soon as possible.

#### **Attendees**

Loyda Winning (LW), Louise Herbert (LH), Tansy Goodman (TG), Jackie Ostocke (JO), Suzi Baimbridge (SB), Vicki Wallace (VW), Sarah Hindle (SH), Ellen Challoner (EC), Liam Haydon (LHa), Molly Wellon (MW), Shelley Ebsworth (SE), Amy Kinahan (AK), Melissa May (MM)

#### **Apologies**

Claire Kinahan (CK), Stacey Prosser (SP)

### **2. Christmas Planning**

Opening of Christmas Fayre by School Choir at 5pm – MW to arrange and reminder to go to Choir parents about arriving slightly earlier possibly. TBC.

#### **Risk Assessment and Events Licence**

The Risk Assessment was discussed and need to complete it as soon as possible. LH said she had a copy from previous years we can use.

SB confirmed that the Events Licence had been done by CK.

**Actions:** LH to send Risk Assessment to LHa

#### **Poster and Advertising**

JE is designing a poster for the Christmas Fayre and will give this to SB once completed, just waiting on information about food and entry to be added.

JE will also organise making a banner so we can advertise. Last year's banner cost £53 and so should be similar.

EC said there is an old banner in the shed we can use and just alter the date on it as well as the new banner.

**Actions:** LH to liaise with JE for final poster and will order and put up new banner.

All committee members to share on WhatsApp Group chats and on social media platforms.

JE/SB to add Hog Roast and Free entry to poster.

SH will advertise in the Church/Parish Magazine

SE will send leaflet/poster to Countryside Day Nursery to share with their parents

LW will send leaflet/poster to St Georges Bakery to advertise

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**C/O Eldersfield Lawn CofE Primary School, Corse Lawn, Gloucester, GL19 4NY**

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**Registered Charity Number: 517304**

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Jo Challans will send leaflet/poster to The Hunters

## Raffle Tickets

JO said that Raffle tickets are all in hand and she has got a list of great prizes together. JO will do everything to prepare for selling the raffle tickets and will get the poster from JE/SB so she can order the books.

SH mentioned that a member of the dining room staff, Laura, makes crafts and crocheted gifts and is happy to donate for the raffle as well as holding a trader stall if needed/space available.

LW suggested getting a Christmas cake as a donation for the raffle as well.

**Actions:** Members to ask if anyone would like to bake a Christmas Cake for the raffle

SH to ask Laura (Member of Staff) if she can still donate for the raffle and possibly run a stall

JO to organise raffle tickets

## Stall Rota

EC volunteered to co-ordinate with each year group about being responsible for running and organising their own stalls. Children/parents may have new ideas for other stalls, but we can use last year's rota as a starting point.

LW suggested that at least 5-6 people should be allocated for clear up to help.

SB said that we have a lot of sweets already that we can use for the sweet stall, not much more needed.

The following allocations of Year Groups and Stalls was made;

- Reception class will organise Craft Stall and Tattoos (Christmas themed)
- Y2 will organise the Grotto
- Class 2 will be asked for Sweet Donations to bulk out what we have
- LH will run a Hot Chocolate stall again
- Eddie and Sarah Rushford are happy to run and prepare the Kids Tombola

**Actions:** EC to organise Stall Rota and co-ordinate year groups.

VW to return the bear for the relevant stall

## Santa's Grotto

Year 2 parents will be allocated this with SE to organise and create the Grotto.

TG suggested a message to be sent out to parents to borrow anything we can to add to it. Donations to come to school or SE so we know what we have to use. CK has previously lent light up reindeers.

SB suggested a PTFA 'Wrapping Party' to wrap and prep all gifts if needed.

JO suggested that Izzy and Audrey could be Elf helpers again to help take money at the door as they did last year, they also have outfits for this.

Gifts were discussed for the Grotto. All PTFA members to discuss any ideas as soon as possible so they can be ordered. Roughly £2 each.

**Actions:** LH to lend her chair for Santa

LH to ask CK about borrowing light up reindeer

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MM to lend her light up Christmas decorations (Penguin)

## Trader Stalls

SB has already contacted previous stall holders about coming again, awaiting response.

**Actions:** All PTFA members to add messages to local FB groups to see if we can get any interest from other small businesses at all

SH to ask Laura (Member of Staff) if she can still donate for the raffle and possibly run a stall

## Food

LW spoke to George's Bakery about supplying a Hog Roast and also supplying sausages. St Georges Bakery said they need 1 week notice to organise.

LW will organise and book the food this but will pass on to LHa once ordered so he can organise the running on the day and any communication before.

Prices TBC when quote is confirmed, price previously was £291. Preliminary price of £4 for Hog Roast and £2.50 for sausages.

The committee discussed who would like to volunteer to serve the food. A suggestion was made to ask Terry and Anna Reeves if they would mind helping as they did a brilliant job last year.

LW suggested using ParentPay as an option to prepay for rolls and avoid too much handling of money.

**Actions:** EC to check when doing inventory if we have gloves to serve with

LW to ask Anna Reeves if she would mind helping to serve food

LW to get quotes and book food as well as buying the sauces

SH to add an option to ParentPay – ticketing TBD

LH to supply festive lights and Gazebo for food outside

## Bar

SB said that CK will organise the bar and has already applied for the Events Licence.

LW suggested getting a donation for Mince Pies and would help to source this.

A suggestion was made to ask TS if it would be possible for a donation from Tesco.

**Actions:** Ask TS if it is possible for a donation of Mince Pies and/or Crackers for the Christmas Lunch, if not LW will ask other people for donations.

LW will send previous letter used to ask for donations to SB and/or put on the Google drive.

## Decorations

SH asked about a Christmas Tree donation for the school hall. VW suggested asking The Natural Christmas Tree Company if they would give a new donation. If not we can contact Sean as we have in previous years.

It was agreed with SH that the tree would need to be delivered on Weds 27<sup>th</sup> November and that we would need a 7/8ft tree.

EC volunteered to organise with the Parish to collect the Christmas Tree at the end of term.

**Actions:** VW to ask The Natural Christmas Tree Company for a donation

## Parking

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A discussion was had about parking for the Fayre and if we can do anything to help with this. It was decided that common would not be able to be used as it will be too wet and muddy. Further thought should be given at the next meeting and possibly a message sent out to parents to ask if they have any floodlights we can use.

## Dates for Non-Uniform Days for Donations

8<sup>th</sup> November - New Toys for Kids Tombola

15<sup>th</sup> November – Bottles for Adult Tombola

**Actions:** SH to put reminders in Newsletter and to add a section to newsletter about Mrs Kelsey's Secret Stall and to bring any donations for this by the 15<sup>th</sup> November.

All members to put reminders on Year GroupWhatsapps

## 3. AOB

A Gift for The Hunters was discussed, we agreed that we should do something to thank them for all of their support and fundraising throughout the year.

**Actions:** VW to buy a Christmas Card + chocolates as a thank you.

SH to ask School Council to write a letter that VW can take with the card and chocolates.

LH updated on Christmas Cards. Deadline is November 6<sup>th</sup> and some classes have started already. AK will help LH to organise this as a handover for next year.

SB asked SH for any requests for funds from the PTFA for this term.

The following was decided:

Transport for the Christmas Panto Trip

Funds for the School Sensory room

Purchase of new PA System before the Nativity and Christmas Fayre ideally

**Actions:** SH to chase with Mrs Carolan about organising a quote from Steve Marchant

Nativity Dates were discussed. 9<sup>th</sup> and 10<sup>th</sup> of December. VW suggested the possibility of selling some mulled wine and mince pies as a fundraising event. SB suggested a small raffle for a Christmas Cake or something similar.

EC reminded SH that parents will need to know their children's parts in the Nativity as soon as possible so we can advertise the Costume Hire Shop.

**Action:** Discuss further at next meeting

SH mentioned that the shed had now been fixed and so we don't need to source anything now.

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There was a discussion on the sheds and the Parish sheds also. This will be carried over to future meetings.

## **4. Dates of Next Meeting – Focus on Christmas Fayre Planning**

W/c 7<sup>th</sup> November – Venue: The Hunters Inn with Quiz afterwards for those that would like to attend.

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