

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



Minutes of PTFA Meeting on Thursday 3rd October 2024, 6:30pm held at The Hunter's Inn

Led by Loyda Winning

1. Welcome and Apologies

LW welcomed all new parents/members and shared the agenda for the meeting.

Attendees

Loyda Winning (LW), Louise Herbert (LH), Tricia Sykes (TS), Tansy Goodman (TG), Jackie Ostocke (JO), Suzi Baimbridge (SB), Vicki Wallace (VW), Eddie Rushforth (ER), Sarah Hindle (SH), Ellen Challoner (EC), Liam Haydon (LH), Emma Carolan (ECa), Mr Carolan, Molly Wellon (MW), Shelley Ebsworth (SE), Amy Kinahan (AK)

Apologies

Claire Kinahan (CK), Joanne Challons (JC), Sarah Rushforth (SR), Cheryl Sampson (CS)

2. PTFA Committee Report for Academic Year 2023/24

LW presented and discussed the PTFA Committee Report for 2023/24. Please see below. LW outlined the successful fundraising events and total money raised and spent during the academic year.

Headlines of the report:

- PTFA raised £7,921.62 during 2023/24
- To support the school, the PTFA spent £11,147.75 funding various events and enrichment activities for the children including; coaches for school trips, Upgraded Wi-Fi system to allow card payment at fairs, School books and furniture for the Library and experience days for the children.

SB shared the statement of income and expenditure from the period of 1/9/23 to 31/8/24. See below.

3. Election of 2024/25 PTFA Committee

All members discussed the importance of electing a new Chair and Secretary to continue the PTFA and all the successful fundraising events to support our school.

Liam Haydon put himself forward as Chair of PTFA. All members voted for Liam to become Chair of PTFA for Academic Year 24/25.

Vicki Wallace agreed to being Secretary for the next academic year. All members voted for Vicki to be the Secretary for the PTFA for 24/25

Suzi Baimbridge agreed to stay as the Treasurer.

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

**C/O Eldersfield Lawn CofE Primary School, Corse Lawn, Gloucester, GL19 4NY
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4. Fundraising Events/Ideas

As a committee we discussed various fundraising ideas for the academic year 2024/25. In addition to the fundraising events that worked well last year, the following ideas were suggested to consider;

- 'Fill a Smarties Tube' donation
- A Spring or Summer Ball – Social evening
- Bingo Night – Possibly at the Hunter's Inn as a venue and to support them as well by means of thanks for their continued support and donations
- Jumble Sale – previously very successful

Lead up to Christmas fundraising events:

LH suggested doing Cauliflower Cards again as a fundraiser before the Fair. All members agreed. Collection date will be on Thursday 11th November for artwork.

Actions: LH to organise with school and rally volunteers to help school complete the designs with children if needed

EC volunteered to advertise and run the Nativity Costume Hire again as a fundraiser.

Actions: EC to discuss with KS1 staff (MW/JE) about Nativity and organise the costumes needed

Christmas Jumper Sale/Wear a Christmas Jumper was suggested as an idea.

Actions: ECa will organise this with her KS2 class being involved/helping run the fundraising event.

5. Christmas Fair Planning

The Christmas fair will take place on Friday 29th November 5pm – 7pm.

EC volunteered to go through the shed and tidy it up in preparation and to do an inventory for the Christmas Fair.

Santa's Grotto was discussed and how that will run again as it did last year in the Outdoor Classroom. The budget for Christmas gifts from Santa will be £2 per child (ish!). Different ideas were discussed but none decided or within budget.

Actions: SE will lead the planning for decorating the Grotto

ECa will contact Santa to ensure he is free on the day of the fair and make the necessary arrangements.

All members to come with some suggestions for Christmas gifts from Santa

All members agreed that the food last year was very successful and that we should have a Hog Roast again. LW suggested we need more volunteers to help with demand.

Actions: Contact St Georges Bakery about supplying hog roast and sausages if needed

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JO asked about Raffle tickets and what the fundraising focus would be for the Christmas Fair/raffle tickets. SH/ECa/MW all agreed that the school needed a new Public Address (PA) System for the school hall. All committee members agreed this as next focus for PTFA to support.

Consensus was that we would go back to physical tickets rather than an online raffle this year. Members felt that it was more successful that way and that people enjoyed having their tickets.

Actions: JO to start collecting Raffle Prizes with the help of anyone who can suggest people to ask for prizes.

ECa/School to arrange for Steve Marchant to come and give quotes on new PA system.

Stalls and games were discussed. SB has a list of previous stall holders for the Christmas fair and will contact them about coming again. Stalls/games we want to run will be decided at next meeting.

- Guess the Name of the Bear – or something similar
- Kids Tombola
- Adult Tombola
- Book stall – TBC, ECa will contact Mrs Rowberry about doing a Books for Bugs Stall
- Craft stall – Possibly making a Christmas tree decoration
- Sweet Stall/s

Actions: SB to find list of previous stall holders so we can contact them.

VW to return the bear ready for the Christmas Fair.

6. AOB

Tombola is missing from the PTFA shed. Has anyone seen it/know where it is?

PTFA shed needs some maintenance to ensure the roof does not leak. Any suggestions on how we do this or if anyone has any felt they can donate to help fix the roof then it would be appreciated. TS suggested she may be able to source some materials to help.

Actions: TS check if she can source any felt or materials that can be used.

7. Dates of Next Meeting – Focus on Christmas Fundraising Events/Christmas Fair Planning

1st Meeting W/C 15th October. Suggested date of Thursday 17th October 2024 at 6:30pm at school.

2nd Meeting W/C 7th November – Date to be confirmed at next meeting

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PTFA Committee Report for the school year 2023/2024

The 2023/2024 school year saw the election of Loyda Winning as Chair of the committee with Suzi Baimbridge staying on as Treasurer. No one came forward as Secretary, so this duty was performed ad-hoc by Loyda Winning and various other members of the PTFA such as Vicki Wallace and Sarah Rushworth (thanks to both!).

During the 2023/24 school year, the PTFA organised a very successful Christmas fair (raising almost £1000 plus just under £800 from the raffle alone -many thanks to Jackie Ostocke for her hard work organising this!), a fun Valentine's disco for the children, and a fantastic Summer Fayre which raised nearly £1100 with another £806 from Jackie O's efforts with the raffle.

We continue to earn funds from donations that The Hunters Inn makes from their monthly quiz, and we are very grateful to them for their ongoing support to our small school!

The PTFA doesn't just host events to fundraise, but we also want to make school more fun and enrich our children's lives. That is why this year we organised various activities such as Crazy Hair day and Ice Cream Fridays. These do raise small amounts as well, but the children get such enjoyment out of them!

Overall, the PTFA raised a total £7921.62 during the 2023/24 school year.

To support the school, the PTFA spent a total of £11,147.75 during the school year funding various school enrichment days and projects, such as:

- Coaches to the Christmas panto
- Purchase of additional books and new furniture for the school library
- Refreshing of the playground markings
- Year 6 leaving gifts
- Rocket STEAM day
- Golf experience day
- Upgrade to the Wi-Fi system (to allow for card payments at the school fairs)
- Coaches to the Three Counties Show

As Loyda Winning is stepping down as Chair for the new 2024/25 school year due to increasing work commitments, the PTFA hopes to find a new Chair and Secretary so that it can continue to fundraise and enrich the lives of the children of Eldersfield Lawn CofE Primary School. Even if parents and teachers do not have the time to volunteer to be a full Committee member such as Chair, etc, we encourage everyone to attend as many meetings as possible throughout the year and to help plan the annual events.

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Accounts 01/09/2023- 31/08/2024

STATEMENT OF INCOME AND EXPENDITURE

	Income	Expense	Net
Events & Activities			
Hunters Quiz (10 months)	1,050.00		1,050.00
Book Bags/PE Bags	100.00		100.00
Cauliflower Cards	159.00		159.00
Nametags	30.00		30.00
summer Fair Raffle	889.10	(83.08)	806.02
Summer Fair	1,539.38	(474.00)	1,065.38
Summer Fair T shirts	927.53	(601.08)	326.45
Ice Cream Fridays	298.60	(114.70)	183.90
Secondhand uniform	222.90		222.90
Valentine Disco	555.39	(190.36)	365.03
Jumble Sale Hartpury	1,498.04	(325.00)	1,173.04
Express Yourself day	85.65		85.65
Crazy Hair day	77.00		77.00
Costume Hire	37.50		37.50
Textile Bin	128.40		128.40
Christmas Fayre	1,916.90	(926.05)	990.85
Chrsitmas Raffle	842.00	(52.00)	790.00
MHDC Road safety	75.00		75.00
MHDC Uniform grant	250.00		250.00
Easter Chocolates	14.00	(8.50)	5.50
Sub-total	10,696.39	(2,766.27)	7,921.62
School donations			
Coach Trip Panto		(340.00)	(340.00)
Books for library		(842.73)	(842.73)
Playground Markings		(5,684.40)	(5,684.40)
Library Furniture		(345.48)	(345.48)
Furniture for Snug		(1,290.00)	(1,290.00)
Smartboard for Snug		(384.00)	(384.00)
Yr6 Leaving gifts		(105.46)	(105.46)
Rocket day		(500.00)	(500.00)
Waterproofs for school (MHDC Grant)		(313.34)	(313.34)
Golf Experience Day		(329.00)	(329.00)
Coaches to Three Counties Show		(780.00)	(780.00)
Wifi Upgrade		(233.34)	(233.34)
Sub-total	0.00	(11,147.75)	(11,147.75)
Adminstration			
Small lotteries licence		(20.00)	(20.00)
Parent Kind Subscription		(153.00)	(153.00)
Stripe fee		(1.00)	(1.00)
storage for PTFA Shed		(31.50)	(31.50)
Sub-total	0.00	(205.50)	(205.50)
Total Income & Expenditure for the Term	10,696.39	(14,119.52)	(3,431.63)
Opening bank balance	01-Sep-23		11,910.22
Net cash generated in the term			(3,431.63)
Closing bank account balance	30-Sep-24		8,338.59

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