

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



Minutes of PTFA Meeting on Wednesday, 17th April 2024, 6:30pm held at The Eldersfield Lawn CofE School

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)

Apologies

Katie Rowberry (KR), Emma Carolan (EC), Stacy Prosser (SP), Julia Evetts (JE), Amy Kinahan (AK), Lisa James (LJ), Bee Rand (BR), Sarah Rushforth (SR), Ellen Challoner (EC)

1. Treasurer's Report

SB discussed recent expenditure for Spring Term including; Library Project, Furniture for the Snug learning space and Rocket Day. Expenditure for Summer Term so far includes; playground markings and Golf Experience Day.

There is currently around £6.5k in the PTFA bank account at present, however, £780 of this has been allocated for coaches for the 3 Counties Day and a possible £846 for a Wi-Fi upgrade for an external guest network to enable contactless card payments to be taken by us and independent vendors.

Action: JE to create a poster to include in final newsletter of school year to list all things PTFA have purchased for school to share with parents.

2. Funding Requests

LW shared the agreed Funding Requests from SH (see attached) for 3 counties, including coach costs and possible sculpture and author workshops whilst there. A final decision on funding the workshops will be decided once we know for certain the cost of the external guest Wi-Fi network. Quotation from Chestnut IT services is £846, we are waiting to see if this can be any lower before actioning this by May to be completed in time for the Summer Fair. All members of PTFA present voted to action the instalment of external Wi-Fi guest network with the current quotation.

Discussed funding Y6 Leavers gifts, SH said this would be greatly appreciated. LH suggested a memory stick of images throughout the children's school life.

Action: SH to decide what the school would like as a gift.

SB requested to get a quote and look into a sound system upgrade. SH confirmed that this would be appreciated as the sound system is very temperamental and hard for the children to use.

Actions: SB/TG to contact Ben Leeke who works in this field for advice or quote.

LW to put general plea out on social platforms for anyone who may be able to advise or quote.

Chair – Loyda Winning
Treasurer – Suzi Baimbridge
Secretary – TBC

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



3. Dates for Summer Term 2024

Ideas and dates were discussed for Summer Term 2024. The following was decided:

- Friday 3rd May – Crazy Hair Day (£1 per child)
- Friday 24th May – Non-school uniform in exchange for a bottle for Tombola
- Friday 7th June – Non-school uniform in exchange for a toy for Children's Tombola
- Ice-Cream Fridays to re-commence in Summer Term 6 every Friday (7 weeks)
- Wednesday 3rd July (3:15-4:15pm) – Sports Day, Ice Creams free of charge for the children and teachers. PTFA will sell light refreshments.

Action: LH to source Ice-Cream Donations again if possible

4. Summer Fair Planning

The Summer fair will take place on Friday 28th June 3:15pm – 5:30pm with a theme of The Olympics.

LW discussed the following things in place already;

- Martin Kinahan – Ice Cream Van. No charge, 10% of profits donated to PTFA
- Gumbies Pizza – Wi-Fi permitting. During Fair Margareta and Pepperoni Pizzas will be available. After 5:30pm Gumbies will have full menu available to community.

Actions: LW to confirm location of Gumbies on playground and confirm pricing with them.

All PTFA members to advertise in the local community groups.

- Face Painter - £115 for 2 hours. Discussed pricing and decided on £4 per child. Face painter requires a helper. VW offered.

Action: VW to help on Face Painting Stall.

- Inflatables – 2 obstacle courses, one for KS1 and one for KS2. No charge, 15% of profits donated to PTFA. 2 price options, £3 for 10 minutes or £5 for an unlimited wristband. Fully manned by vendors.

TG updated on the T-shirts to be sold prior to the event for children to wear;

- Mrs Kelsey (LK) has almost finished the design which will be used on the T shirt
- Children will be allowed to wear them on the day to school and to the fair. SH has agreed that the children will also be allowed to wear them during PE lessons.
- All members of PTFA agreed on selling the T-shirts at £9 each.

Actions: SH to include option to buy T-shirts through Parent Pay.

JO updated on Raffle Prizes, a great list of prizes are all confirmed and ready for the fair. It was agreed to send out tickets by 24th May to give time for people to sell as many books as possible.

Actions: JE to send JO the final design to be able to complete and order the raffle ticket books.

JO to have raffle ticket books ready to send out by 24th May.

Stalls and games were discussed (see attached rota of stalls) and the following were decided;

Chair – Loyda Winning
Treasurer – Suzi Baimbridge
Secretary – TBC

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



- Soak the Leaver
- Hook a Duck
- Welly Wanging - will require donation of wellies from parents
- Guess the name of the bear
- Kids Tombola
- Adult Tombola
- Lucky Dip
- Book stall – TBC, possibly selling remaining books left over or may ask for book donations?
- Craft stall – Possibly decorating a biscuit Olympic medal
- Sweet Stall – Class 4 will be asked for sweet donations
- Cake Stall – Class 2 will be asked for cake donations

Actions: VW to organise letter slips and paper plates with cake donation request, to be sent home on June 21st for donations to be brought in the following week.

VW to look into sourcing biscuits for the craft stall.

LH to ask previous winner of the giant bear to see if it can be donated for the stall again.

LW to ask SH what time stalls can be set up from.

Advertising for the event was discussed. It was decided to look into a banner and the costings to get one to put on the main junction near school to advertise in the community.

Action: LH to investigate cost and if possible.

Decorations were discussed for the event. Previously used bunting can be used and classes will each be making banners. An Olympic torch needs to be sourced or made for the front of the 'opening ceremony' and medals for the children

Action: JO to make an Olympic torch.

SB will source medals

SH to ensure classes each create a banner.

JO suggested the idea of a 'cashpoint' or token system where people pay for and collect a certain number of tokens to 'spend' throughout the event. The idea was discussed and it was decided to make a decision at the next meeting and in the meantime think about the logistics of making it work.

Action: JO to contact local school that runs events like this for advice on how it could work.

5. AOB

None

6. Date of Next Meeting

TBC

Chair – Loyda Winning
Treasurer – Suzi Baimbridge
Secretary – TBC

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

Registered Charity Number: 517304