

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



Minutes of PTFA Meeting on Thursday, 15th June 2023, 6:30pm held at Eldersfield Lawn School.

Attendees

Sarah Hindle (SH), Michelle Starr (MS), Loyda Winning (LW), Ellen Challoner (ECh), Louise Herbert (LH), Suzi Baimbridge (SB), Julia Evetts (JE), Tansy Goodman (TG)

1. Apologies

Jackie Ostocke (JO), Katie Rowberry (KR), Emma Carolan (EC).

2. Finance Update

SB stated that the Coronation event was a success fundraising-wise and that there is around £12k in the PTFA bank account at present. SB distributed the Statement of Accounts for Term 3 (attached). The PTFA are still reliably raising funds via The Hunters Quiz and the textile bin.

3. School Wish List/PTFA contributions

SH presented the following wish list which was comprised by teachers as well as the Parent Forum:

- a. Leavers gifts: SH stated that the teachers wish to purchase Bibles as gifts for the Y6 leavers. The PTFA agreed to pay for the leavers' gifts, however, a discussion was had regarding whether a Bible would be a useful gift to a Y6. Dictionaries and poetry books were presented as alternatives. TG offered to research poetry books and give the information to SH.
- b. Dictionaries/Thesauri: SH stated that these were needed. PTFA to pay for 50 dictionaries and 50 thesauri. SH to arrange purchase.
- c. Quality picture books: PTFA already committed funds to this and purchases are ongoing by KR.
- d. Upgrade to the Library: SH stated that the school would like to upgrade the library with new shelving, tables/chairs, etc. The PTFA agreed to contribute £1000 towards this project.
- e. Playground improvements: The markings in the playground area need to be refreshed. SH has obtained an idea which has come in around £6000. It was discussed that a further 2 quotes should be obtained and that a note should go out in the newsletter asking if any school parents have contacts/expertise in this area to try and save some money.
- f. Sewing machine: the school would like to purchase one for the children to use/learn how to use. School will place a note on the next newsletter asking if any parent has one they don't use that they would like to donate. If no one comes forward, PTFA will give £200 towards the purchase of a new sewing machine.
- g. Kitchen technology: the 2 ovens in the school kitchen are broken and need replacing. LW offered to see if any of her work contacts could help/donate. Otherwise, PTFA to contribute towards replacement.
- h. Replacement gates: a discussion was had about having these replaced with electronic gates to make them more secure. It was decided that this will be placed on hold due to

Joint Chairs – Michelle Starr & Julia Evetts

Treasurer – Suzi Baimbridge

Secretary – Loyda Winning

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



the children feeling safe in school (survey results) and considerations to the ongoing repair/maintenance costs.

- i. Sensory Garden: The PTFA agreed that any funds leftover from the PTFA's buddy bench donation could be used to purchase plants for the garden. The school is proposing starting a gardening club if there are enough takers.

4. New PTFA roles

MS and JE are stepping down as joint Chairs at the end of this school year. SB and LW are staying on as treasurer and secretary respectively.

The PTFA need a new Chair, and this has been advertised in social media, WhatsApp groups, the school website and the school newsletter.

SH agreed that the school would send out a letter before the PTFA September AGM to encourage new and current parents to be more involved in the PTFA, without which, funds to enhance/improve the school and school experience for our children would not be raised.

SH will include PTFA letter in new parent documents.

It was discussed that a parent social could be organised towards the beginning of the school year. PTFA will sound out interest on this.

5. Sports Day

This will take place on the 5th of July 2023 between 3:30pm and 4:30pm. PTFA will offer strawberries and cream as well as Pimm's for 15 mins before and after those times.

Strawberries have been donated by Aldi arranged by LH and cream has been donated by Cotteswold Dairy arranged by LW.

LH and MS will be collecting the donated Walls ice creams which will be offered free of charge to the school children on the day.

Pricing will be worked out when the spend on drinks/cups, etc, is worked out.

The PTFA will need 5 helpers on the day. MS to advertise on social media/WhatsApp group.

6. Ice Cream Fridays

More volunteers needed for the few Fridays left of terms. JE to advertise on social media/WhatsApp group.

7. Garden Maintenance

It was discussed that the garden/beds were looking great after the volunteers worked on them and MS asked SH how they would be maintained. It was agreed that this will need to take the form of 'projects/working parties' maybe a few times a year. ECh offered to help organise these working parties.

It was proposed that maybe the school/PTFA could ask if any locals/parents would like to adopt the borders to grow vegetables, etc, and they would keep some of the produce.

Joint Chairs – Michelle Starr & Julia Evetts
Treasurer – Suzi Baimbridge
Secretary – Loyda Winning

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



8. Paperwork Storage

LH has a folder of PTFA documents which she has now handed to SB, who also holds the Accounts paperwork.

LW will look into obtaining free Microsoft licence in order for the PTFA to have a shared drive to stop having to look after so much paperwork.

9. Jumble Sale

This will be held at Hartpury Village Hall on the 30th of September and has been arranged by a parent. School parents would need to donate clothing, shoes, etc, to be sold and the proceeds would be given to PTFA.

10. AOB

None raised.

**Joint Chairs – Michelle Starr & Julia Evetts
Treasurer – Suzi Baimbridge
Secretary – Loyda Winning**

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

Registered Charity Number: 517304