**PTFA Committee Meeting**

**Tuesday 22nd October @ 7.30**

* **Attendees:** Mr Manning (via Teams), Hannah Hall, Chrissie Hall, Eleanor Badran, Jenny Facey, Bethan Hunter, Sarah McLachlan, Billie Wright and Caroline Smith
* **Apologies:** Mr Pascoe, Louise Cole, Rachel Evans

**Election of New Secretary**Caroline Smith was elected as new PTFA Secretary following nomination from Hannah Hall and seconded by Christine Hall.

**Treasurer’s report (Chrissie Hall)**

£13,028.36 in account  
£1000 ringfenced for new marque  
Payments made to school: £3 per child for panto (£633 total)  
 £70 Christmas trees  
 £21 x 2 TENS licence

£20 per child not yet paid to school - Mr Manning asked we send this over ASAP

Payments coming in for wreath making and bazaar stalls

Both local Lloyds Bank closed, money can be paid in via Post Office but will need to travel to Hereford or Gloucester for large floats

Talked about going cashless - using tokens system/cards for children, any other ideas?

Agreed to remove £100 set aside for climbing wall leaving £3524.52 as unallocated money

Staging - 2 families volunteered to help move the staging to the chapel so no need to set money aside to purchase the shortfall

Hall artwork - waiting on cost of materials but set aside £1000

Ipads - voted to use remaining £2500 unallocated for 10 x Ipads

PE Shed - waiting on Mr Pascoe

Pond - hold off for now

**Rainbow Raffle**£1274 raised so £182 per class, very successful, will see how it may affect Christmas raffle ticket sales before deciding whether to do again next year  
**HH** to email teachers to thank and confirm money transferred over to school for them to access

**Uniform Sales**  
Eleanor and Sarah to take over running of these. Next one is 07/11/24

**Non-uniform Day - 29/11/24**Sarah/Eleanor/Chrissie/Billie around to collect Bazaar donations  
KS1 donating chocolates/sweets  
KS2 donating bottles/tombola

**Wreath Making**16 sold (10 take home), not as many as expected so far, Lea running theirs the same night  
Need to buy rings **(HH)** and oranges **(SM)**, Any offcuts, foliage, pine cones welcomed  
Also mulled wine, apple juice, mince pies & GF mince pies **(SM/BH)**, use £30 Spar voucher & approach Coop for donation  
Volunteers to help on the evening - Hannah/Chrissie/Caz/Sarah?

**Christmas Tree**Delivery to school on Monday 25th Nov. School will decorate.

**Santa Visit**

Book list are now with teachers ready to be ordered, due to be returned by end of term. School chose not to do the book grotto, so back to previous years way of working. We will need wrapping and labelling done for this.

**Christmas Bazaar**  
Voted for Giant Choc coin as Santa presents - £1 each from Aldi (120 needed)  
Books for under 2’s  
Agreed to charge £3 per child Grotto entry  
Release grotto bookings and raffle ticket sales mid-Nov  
**HH** to confirm Mr Abbott as Santa again  
Stick to similar layout to last year, no choc fountain or Elfridges  
Mr Manning to approach school choir attending  
Add Spin the Wheel after success at Summer fete  
Agreed to make up sweet cones to sell

**Raffle** - 21 prizes donated, mostly vouchers  
1st - Twilight spa at Hatherley Manor  
2nd - £100 Amazon voucher  
3rd - Hamper

**HH** to check Alison can print tickets again

**Crackers** - for Christmas lunch 12th Dec -Monica to source?

**Quiz**Agreed we should run Feb/March  
**HH** to check Mark available & look at venue options  
Do chilli & nachos instead of grazing plates

**100 Club**Needs a push on promotion - flyers at bazaar/Facebook/Class WhatsApp groups

**Hot Chocolate Monday**Agreed to try as won’t cost much to set up, Monday 11th November  
Need to purchase paper cups **(CH)** and hot chocolate powder **(SM)**Caz/Hannah available to run

Next meeting (focus on Christmas Bazaar) will be **Thursday 21st November**