**PTFA Meeting**

**Monday 28th April at 7.30pm**

**Minutes**

**Present:** Hannah Hall, Louise Cole, Billie Wright, Christine Hall, Caroline Smith, Jenny Facey, Simon Manning, Simon Pascoe

**Apologies:** Sarah McLachlan, Rachel Evans, Bethan Hunter

**Minutes of last meeting** – available online, no issues

**Treasurers update (CH) -** £6430.15 cleared funds in the account. £40 petty cash.

* £2743.62 unallocated to projects at present.
* Money in since last meeting:

- Profits from Easter breakfast £464.94  
 - £200 Fete sponsorship Paul Beard Cars

* Fete stall holders 10 @ £15, 1 @ £10
* Sponsored Bounce money starting to come in
* CAF £47.75
* Money out since last meeting:  
   - Fete expenses (TEN, ice pops, lollipops, prizes) £154.38
* Sports day/disco/fete ice pops/lollipops £44
* Payments to School £380 Circus Day, £761 Walford Timber, £200 sports equipment
* Easter Eggs £28
* Easter Breakfast expenses £78.56
* Awaiting invoices for water coolers, Wye Class Residential, Shed Floor, Artwork.
* Charity Commission- accounts audit complete and ready to be submitted for 23-24 financial year thanks to Ian Kettle for being our independent examiner again.

**Easter Breakfast-** Raised £464.94. No issues. Positive feedback, seemed to be enjoyed by all.

**Pond Area-** underway- fencing now complete, Mr Manning thanked PTFA for contribution to this. Plan to get benches and sensory plants. Have put together a timetable for children to use.

**Circus day-** 20th June, all booked and ready to go. HH to help set up/greet then leave. Class timetable put together. Will be set up in school hall.

**Memory Bears-** 28 made to order. Tagged. Ready to go out at end of summer term. £258.02 profit. Thanks to Abi John for her hard work.

**Artwork**- up and displayed, did artwork assembly today. Thank you to Anna. Discussed again idea of postcards.

**Funding Requests-** nil at present. Maybe requesting money for ice cream on Beach day- TBC.

**Event Planning:**

**Uniform Sale:** tomorrow. EB, SM and CS to set up. HH also to put away.

**Sponsored Bounce-** Thursday. Consent form on parent pay- needs reopening until Thursday. Megabounce to deliver AM. To put gorilla gazebos up. Clickers, prizes, certificates, class lists ready to go.

**Wacky Hair Day**- last day of term. KS1 sweets/toys. KS2 bottles. EB to be on gate. Also non-uniform.

**Sports Day**- 19th June. Ice poles for each child after events purchased. Marquees up on 18th and event tents 19th. Bradfords toilets delivery on 18th. Ice creams served at lunch time- soft scoop. EB to buy cans. CH float. Volunteers to help as normal.

**Fete- 28th June.**

Sponsorship- Paul Beard, Bradfords. Awaiting reply from 1 more.

Toilets- Bradfords

Band- Would like to play for 2 hours for advertising only. Would like to borrow drum kit- SM happy with this. HH to investigate PA system.

Electricity- Not sufficient supply. To speak to Mark Gooch around power supply or consider generators. BW to ask partner about generator hire.

Raffle- prize list complete. 18 prizes. Tickets- HH to print, JF to cut and staple, distribution date 20/5/25

Entertainment- Gorsley and Newent Football, Newent Rugby, Vibe Dance.   
Netball on playground for whole 3 hours.   
Gorsley Dave 5 minute chess games  
Tractors and vintage car fleet from Jake Simpson  
Army vehicles Mr Manning  
Sheep Sam Watt  
? Chickens if no bird flu restriction  
Pony Rides   
Fire Engines  
Mr Pascoe to ask First Aider for school.

Straw Bales- struggling to find a contact. SM asking Joe Taylor.

Prizes- started gathering prizes for prize tent but will need more.

Parking- SM has asked permission -OK to use chapel and field.

Risk Ax- will need review and change of date SM/SP

TEN- completed and paid for.

Stalls- x10 at £15 and x1 at £10. Will continue to advertise for more.

Games- ? allocate a game to each class to help fill slots.   
7 games- Spin to Win  
 Hoop the swimmer and lollipop game  
 Ball in a bucket  
 Hook a duck   
 Target shooter – Nerf   
 Coconut shy   
 Golf ?

Bouncy Castles

Tombola x2

Facepainting   
   
BBQ- burgers and hotdogs. Aldi sausages. Hanks burgers. 300 of each.   
Onions and cheese.   
  
Refreshments – no waffles this year. Cream teas instead. LC to contact Haygrove for strawberries. Cans, sweets, ice creams- EB to look into Bookers.

Mascot- Megabounce- to ask at sponsored bounce.

Sweets- depending on price

Competition – animal made from vegetables. 3 prizes- full stamp voucher or OCH.

Recycling – green bins will be half full so potential to use a couple for fete.

**Induction evening-**

Uniform, tea coffee, PTFA presentation -to put together a photo roll and hand out.   
EB, CH, CS and LC to attend. Will need to buy milk.

**Disco** – parent pay bookings will need releasing before fete. Straight from school 3.30 – 5.30. 10th July. Event tents up/down on the day. Hotdogs. EB crisps and sweets. Toy stall- toys needed. Need more tattoos – BW.

**Tea towels**- EB to bring paperwork in for class tea towel. 2/52 return. Purchase from website.

**Next Meeting – 9th June 2025 at 7.30pm at school.**

**Shopping list for events**

|  |  |
| --- | --- |
| Sports Day | Milk 2x 4litres? |
|  | Ice cream 2 litres x10 |
|  | Cans 24 tray x 6 |
|  | Tea |
|  | Coffee |
|  | Check cone numbers \*\* |
|  | Ice cream sauces |
|  | Ice pops x 210 |

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| --- | --- |
| Fete £50 spar, £100 co-op | Milk |
|  | Ice creams |
|  | Cans 24 tray x 6 \*\* or leave to Ollie/ Kids drinks- squash? |
|  | Tea |
|  | Coffee |
|  | Scones |
|  | Jam |
|  | Cream |
|  | Onions |
|  | Cheese |
|  | Bread Rolls |
|  | Burgers x 300 Sausages x 300 |
|  | GF Rolls |
|  | Tomato Ketchup |
|  | Mayonnaise |
|  | Veggie Sausages |
|  | Sweets |
|  | Crisps |
|  |  |

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| --- | --- |
| Disco | Sausages x200 |
|  | Rolls x 200 |
|  | Veggie Sausages |
|  | GF rolls |
|  | Sweets |
|  | Crisps |
|  | Tomato ketchup |
|  | Flavoured water x300 ?? plus squash |