**Minutes of PTFA Meeting 13/03/2025**

**7.30pm**

**Present**: Hannah Hall (chair), Christine Hall (treasurer), Simon Pascoe, Billie Wright, Louise Cole, Bethan Hunter, Caroline Smith (secretary), Sarah McLachlan, Eleanor Badran (vice chair- online).

**Apologies:** Rachel Evans, Jenny Facey.

**Minutes of last meeting:** available online. No issues raised.

**Treasurers Report:**Awaiting invoices for Shed, artwork, Year 6 Hoodies, Year 6 residential and Water Coolers- money already allocated for these.

Unallocated amount in bank £2980.36**.**

Money raised: Quiz £717.75  
WBD £62.50  
Uniform Sale £84  
Hot Choc Tuesday £53.45  
Disco £868.88  
Memory Bears £280 (10.99 expenses)  
CAF/Donations £113.27Paid for: Acorn Storage Boxes £320  
Art work thank you £100  
Gazebo’s- £716.63  
Compost- £320.04

**Event Feedback:**

* Uniform Sale- Much better in bags and easier to organise.
* Book Sale- shifted a lot of books, not sure profit reflects that but was no cost involved so positive.
* Quiz- went well- thank you to Mark Shuttleworth for preparing an excellent quiz, chilli seemed to go well, bar successful- thank you to Ollie Hunter and Jake Simpson who boosted our profits by £250 with bar.
* Disco- positive feedback. More sweets/chocolate needed and split stock to make sure some is left for KS2. Caution RE: nuts in any chocolate being sold. More dancing- children enjoying new DJ. No issues with sausages. Profit slightly less than last year as we had to purchase everything (no left over toys or snacks from previous events)

**Funding applications:**

Newent 9-Successful with £200 from Newent 9- huge thankyou to LC for completing the application and to Newent Runners for allocating it to us. SP to order, CH will reimburse when we have invoices. HH to do thank you via social media as requested by Newent Runners.

ASDA CashPot**-** £104 received- added to unallocated amount in account.

**Memory Bears-** 28 bears/rabbits- Abi John has kindly made 20 so far. Abi has also put instructions and template into PDF. Thank you present for Abi- flowers/choc.

**Artwork Update**- nearly finished, will be ready for Easter and will be displayed at Easter Breakfast. Thank you to Anna, gift voucher purchased, and classes will be given thank you notes to add to the card. Discussed options around making postcards/pictures from these. Unsure if these would be purchased by parents but will consider it when we see the art work. HH to request samples in the meantime. Children have really enjoyed it.

**Funding Requests:**

Seeds- No formal request but aware of request from Mrs Baugh for seeds around £20- all voted in agreement.

Shed- being built next week- will send invoice.

Pond area- quotes being gathered at present for creation of sensory garden and fence around pond. PTFA happy to contribute. Could we arrange volunteer day?

Laptops- would like to replace all laptops so currently considering replacing these and will let us know in future regarding pricing. Initial quote £8500 (not expecting full amount from PTFA!)

Request from school children- want to do a fundraising event for goals. Would PTFA support? CH suggest that PTFA act as safety net so children have a positive result and get their goals however the events turn out- all in agreement. Max cost from PTFA £250 if children don’t raise anything.

**Event Planning-**

**Easter Breakfast**- Monika will cook from 7.00am and is happy to be present 7.45-8.45 for serving. Not to do drive this year due to lack of use.

Hall needs to be cleared by 9am.

Food quantities- judging by 2024 event- 60 hot cross buns SM Spar Voucher  
, 1 pack GF hot cross buns, 1 pack GF rolls. SM

130 sausages- Aldi HH.   
150 bread rolls- Aldi HH  
1 pack veggie/GF sausages. HH  
2 trays of eggs. Sarah Gooch?   
Milk/oat milk/Sauces SM Spar Voucher

Volunteers- Chrissie and Bethan happy to do front door again, Billie and Ida with Monika in Kitchen. Eleanor volunteering for hot cross buns- May need to bring toasters with us.

Price list- to remain the same.

Sauces- plenty of ketchup. HH to check otherwise.   
  
Chocolate for children- same as last year. Consideration to dairy free and nut free. To see if we can find donation as last year. Aldi lollies – HH to ask Becca Weston if she will approach Aldi for any donations.

Float/Qr/Sumup – CH to organise

**Sponsored Bounce-** 1st May. Bouncy castle booked. CH to send QR code to HH. HH to print sponsorship forms to send out 7th April. Forms in by 9th May. SP to sign classes up to slots.   
Certificates- Hannah to print in A5. Prizes- pick item from prize bucket. Need counters- buy 4.

**Summer Fete-**

Raffle- BH and RE organising- aim to be ready to go out just before half term. HH to print.   
  
Entertainment- bouncy castles booked- slide and toddler area.   
Vibe dance happy to perform.   
Trying to find other groups to perform- Ideas- netball, newent rugby, football club- BH to ask.   
HH to speak to Kate Veal and Simon Goulding about Open Mic/bands.

Bar- Ollie Hunter happy to attend again. ? if we can make it an evening event too to make use of the bar. SP to speak to Mr Manning before taking it any further.

Toilets- Mrs Manning booked last year. PTFA to go 50/50 with school. HH to email Mrs Manning RE dates and sportsday. Last year we used EaglePlant hire but had some issues.

Stall holders- already have 8 wanting a stall. £15 each. Max 15 stalls. HH to advertise on social media in coming weeks.

Emergency Services- BH to email ambulance service regarding event truck. CH to speak to Michael Lovegrove again.

Sponsorship- HH and CS to send out emails.

Hay Bales- BH to ask Davies’s.

Horses- Mary Lewis happy to do again this year.

**AOB**:

Circus- week too long but SP happy to do 1 or 2 days. HH to get more information.   
  
Tea Towels- EB has got templates etc ready to go. Suggest ordering these ASAP to allow order time before the end of the school year. Tea towel per class.  
  
Recycling Bins- full. Say PTFA on but not aware that it is us. SP to investigate.

**Date of next meeting:**

Monday 28th April at 7:30pm in the school