



BERRY HILL PRIMARY & NURSERY SCHOOL PTFA

Head Teacher: Mr B Trenowden

Deputy Head: Miss S Sargison

PTFA

Chair: Alison Davies

Secretary: Natalie Church

Vice Chair: Carla Oaksford-Smith

Treasurer: Rebecca Krieger

Date of Meeting: 13th September 2023

Meeting in person in the Staffroom

PTFA AGM September 2023 & September Meeting held after

Attendees

Alison Davies – Chair
Carla Oaksford-Smith – Vice Chair
Rebecca Krygier – Treasurer
Natalie Church – Secretary
Mrs M Tranter – Teacher Representative
Sarah Freeman
Mr Trenowden
Louise Ramsdale

Apologies

Laura Smith - Teacher Representative
Leanne Davis - Teacher Representative
Lisa Richardson
Sarah Tyers
Wayner Mercer

Welcome and Minutes of Last Meeting

Alison welcomed everyone to the meeting.

The Code of conduct & constitution have all been done but it will need revisiting and submitting to the charity commission with the new trustees following today's meeting.

Only thing outstanding is the charity commission which will need updating again this year.

Chairpersons Report

Alison prepared a report which was read out in the meeting, and this will be circulated with the minutes.

There were no questions.

Mr Trenowden also touched on the fact that the Summer Fair also raised the profile of the school within the local community. There were lots of lovely comments about the fair. And he felt that it is his proudest day so far seeing all the teamwork and hard work put in by everyone involved.

Treasurers Financial Update 2023/2024

Financial accounts are attached to the minutes.

Balance at Sept 2022 - £7637.02

Balance at Sept 2023 – £9615.27

School Donations - £4461.00
Expenditure - £14,617.88

Committee Elections for 2023/2023 were as follows

Chairperson – Carla Oaksford-Smith
Vice Chairperson – Louise Ramsdale
Secretary – Natalie Church
Treasurer – Rebecca Krygier

This concluded the AGM part of the meeting and we moved on to the September meeting.

Constitution & Code of Conduct

Only needs to be updated with the new committee elections and submitted with the charity commission.

September 2023 Meeting

Minutes from June 2023

The only outstanding action was to visit Il Rosso to see if they have a room suitable to use for fundraising ideas. Now we know we can get a drinks licence this might not be so worthwhile, and we could look to hold events in the school hall which would maximise the PTFA profit.

Penny Mile (Monday 25th September)

Carla has asked for volunteers, and we have enough. Staff will need to stay with the children as a lot of the helpers aren't DBS checked. We are planning to get a few more regular volunteers DBS checked. The hall is booked, and the letter is ready to go imminently.

Action:

- Get extra volunteers DBS checked. Carla to approach the relevant people.
- Speak to the post office and see if there is a maximum amount of coin you can pay in at the post office.

Doughnut Friday (Friday 13th October)

Establish who the volunteers are and consider having a stall on both playgrounds. Increase the number of doughnuts. We can always supplement with Aldi ones or Tesco ones.

Action

- See if we can order trays of doughnuts from the supermarket.

Halloween or Bonfire Disco

Yr 1 – 6 Proposed Thursday 19th October or Thursday 9th November.

Date of Thursday 9th November chosen

3.30 – 4.30pm Y1 & Y2

4 :45 – 5 :45 pm – Y3 & Y4

6.00 – 7.00pm – Y5 & Y6

Decision to stick to a Bonfire disco. Hall booked from 2pm

Action:

- Carla to speak DJ Dale
- Natalie to look into light up glasses.

Christmas Artwork

Set up with Cauliflower cards and the pack has all come. Mrs Kendall and Miss Mathews are the art leads and will be leading on getting all the artwork. Deadline for artwork is 3rd October as then need back from the parents by 13th October.

Action: None at present

Christmas Raffle

Sent emails out, hard copy letters to be sent on Friday.

Action: Chase up in October half term.

Action: Carla to order the actual raffle tickets.

Christmas Fair

Proposed Sunday 10th December 10.30am – 2pm

We still have some grotto gifts in Alisons loft.

We could also have some external stalls in the front car park.

Decided on the date Sunday 26th November. However, this has now changed as clashes with the Mansfield Lights turn on and we were concerned it may affect footfall, so we have changed and the confirmed date Sunday 10th December.

Action:

- Carla to book Santa.
- Look into possibility to have music from Samworth again as this was nice at the Summer Fair.

Any Other Business

- Look at applying to Tesco again for funding through the blue tokens.
- Speak to Wayne to investigate any other funding options that may be available to us.
- Jingle Jog – in the park with parents invited and the money ringfenced for PE. Could happen in the afternoon, more information to be sought.

Action: Look into whether we can source Reindeer for an event.

Next Meeting: Tuesday 14th November 2022 at 5:30pm on MS Teams.

Minutes Prepared by Natalie Church