



## BERRY HILL PRIMARY & NURSERY SCHOOL PTFA

**Head Teacher:** Mr B Trenowden

**Deputy Head:** Miss S Sargison

### PTFA

**Chair:** Carla Oaksford-Smith

**Secretary:** Natalie Church

**Vice Chair:** Louise Ramsdale

**Treasurer:** Rebecca Krieger

**Date of Meeting:** 22<sup>nd</sup> November 2023

**Meeting Held virtually via MS Teams**

#### Attendees

Carla Oaksford-Smith – Chair  
Rebecca Krygier – Treasurer  
Mrs M Tranter – Teacher Representative  
Sarah Freeman  
Mr Trenowden

#### Apologies

Natalie Church - Secretary  
Louise Ramsdale – Vice Chair  
Laura Smith - Teacher Representative  
Leanne Davis - Teacher Representative  
Lisa Richardson  
Sarah Tyers  
Suzanne Beal

### Welcome and Minutes of Last Meeting

Carla welcomed everyone to the meeting.

Actions were discussed from previous meeting. All actions were complete.

### Treasurers update & review of recent events.

Becca updated the committee on the funds raised from recent events held. They were as follows:

- Penny Mile 25/9/23 - £600 approximately (final figure still to be concluded)
- Doughnut Friday 13/10/23 - £45 approximately
- Non uniform day 20/10/23 - £334.00
- Bonfire Discos 9/11/23 - £1331.00 ticket sales / £732.00 tuck shop.
- Christmas Artwork - £462.90 (due to be paid in Jan)
- Lottery - £257.00
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Becca confirmed that the bank balance was currently sitting at £11,359.00 after the recent donations to school for OPAL. We still need to donate some funds to school.

#### **Action:**

- **To arrange for the Penny Mile money to be taken to the bank.**

### KS1 & EYFS Christmas Productions

Dates for the Christmas productions were confirmed to the committee, Carla requested volunteers and confirmed she would put out a request for volunteers to the wider committee. Carla has already arranged with Alison that she will bake for us & lend her cake stands. We will use any gifts left over from the Christmas fair to sell on the stall as well as refreshments.

Carla asked if the committee thought we should raffle off a hamper as we have done previously. It was decided that we would do this.

#### **Action:**

- **Carla to put out a message to get volunteers for manning the stall.**
- **Natalie to organise a hamper.**

## **Christmas Raffle**

Carla, Louise & Natalie have been working collaboratively to organise the raffle prizes. The list is looking healthy however we could still do with a few more. The team will continue to work towards getting more prizes together.

### **Action**

- Try to source more prizes.

## **Christmas Fair – Sunday 10<sup>th</sup> December 2024**

Carla shared this year's floor plan for the Christmas Fair, largely we are sticking with the same layout of stalls that we have previously had.

Carla confirmed that we are having a small number of external stalls this year, each being charged £10 for standing. They will be in the TA room, behind the band.

Carla has arranged for Samworth's Band to come & perform again.

Mr Dallman has confirmed that we will have access to the school from 12 noon on the Saturday before and 8am on the morning to set up.

The committee discussed how much will be required for each stall float & that it would be a good idea to have an amount of money in change kept aside in case any stalls run out.

Tokens will be sold but only on the gift stall rather than from all stalls, this is due to more people being able to access SumUp now that it is available through iPhones without a reader.

### **Action:**

- Bec to sort out the floats £20 per stall plus a contingency.
- Carla to arrange times with external stall holders.

## **F1 & F2 Magic Show**

The committee discussed having a magic show for EYFS in the new year, this was agreed & the date was decided as 7<sup>th</sup> March. We will need 4/5 helpers & to organise food. This will be decided at the next meeting.

### **Action:**

- Carla to book in Peter Presto for 7/3/24

## **Co-op Community Fund**

Carla confirmed that the co-op had been in touch to confirm that unfortunately we had not been successful this time.

## **Any Other Business**

- Jingle Jog – This had been brought to Carla by Miss Shaw at the start of the year, Carla had confirmed that the PTFA would support this but unfortunately due to our other events this is not something we could commit to organise.
- Childrens mental health – did school want the PTFA to support with this like we did last year with the Yoga lady coming in? Nothing was confirmed at this stage.
- Christmas Jumper sale – We will see how this goes and possibly appeal in January next year.
- Carla has been contacted by a company again about doing a clothing collection – possibly look at this in January also.
- Carla brought to the committee a request from Mr Trenowden & school for a donation, this would consist of £1800.00 for a canopy to go over the new sandpit that is due to be installed, as well as £7960.00 for a slide & climbing wall to get to the slide as well as the safety flooring to go with both. This would greatly deplete the funds in the account however would be a fantastic addition to school and benefit all children. The committee agreed that this was a good use of the funds and Carla confirmed she would put it to the wider committee for agreement.

Action:

- Carla to put the donation request to the wider committee.
- To investigate clothing/Christmas jumper appeals in January.
- To discuss with school any help required for Childrens mental health week.

**Next Meeting: Wednesday 7<sup>th</sup> February 2024 at 5:30pm on MS Teams.**

**Minutes Prepared by Carla Oaksford-Smith**