



The Berry Hill Primary School and Nursery
Parents, Teachers and Friends Association

Black Scotch Lane
Mansfield
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berryhillptfa@outlook.com
01623 478477

Head Teacher: Mr Trenowden

Deputy Head: Miss Sargison

Staff Representatives:

Danny Marriott/Michelle Tranter/

Suzanne Beale

PTFA Chair – Carla Oaksford-Smith

PTFA Vice Chair – Louise Ramsdale

PTFA Treasurer – Rebecca Krygier

PTFA Secretary – Rebecca Robinson

Date of Meeting: Friday 27th September 2024

Venue: Berry Hill Primary School and Nursery

Attendees

Carla Oaksford-Smith

Ben Trenowden

Louise Ramsdale

Rebecca Krygier

Sarah Freeman

Danny Marriott (School Representative)

Michelle Tranter (School Representative)

Suzanne Beale (School Representative)

Rebecca Robinson

Magnus Wright

Apologies

Leanne Davies

Lisa Richardson

Natalie Church

Maria Kirkham

Gemma North

Welcome and Minutes of Last Meeting

Carla welcomed everyone to the meeting. Apologies from Leanne Davis, Natalie Church and Lisa Richardson.

Carla advised that there were no actions from the previous minutes and that all previous actions had been dealt with.

Chairpersons Report

Carla shared the chairpersons report and acknowledged the hard work of the committee members, as well as the success of the previous events. A copy of this document will be circulated with the minutes.

Carla shared the successes from the previous year including:



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Christmas cards / Raffle / Fair - £3050.21
Productions / Berry Hill's Got Talent - £1554.10
Discos - £3223.50
Tuck Shop - £1556.47
World Book Day Peg Festival - £431
Summer Fair - £2566.65
Mother's Day / Father's Day Events - £860

Carla shared that some of the funds to school include the slide, sandpit canopy, living willow and climbing wall to support with OPAL play. The PTFA also supported with Early Years and Y6 Leavers Hoodies.

Treasures Update

Rebecca shared the accounts which are attached to the minutes.

Opening balance -	£9624.27
Closing balance -	£8374.29
Total Income -	£23743.53
Donated Back to School -	£12084.15
Operating Expenses -	£12909.36

Rebecca shared some successes. It was noted that Your School Lotto needs plugging again, especially to new parents of the school. This made £1269.50 last year. Rebecca stated that the PTFA were no longer going to continue with the Penny Mile as it was too labour intensive despite it making £583.66. It was also noted that there is no longer petty cash. Rebecca also shared that £870 had been sent across to Drama Club funds. Which had been raised by Drama Club.

Action: Send Your School Lotto information out to all parents, but especially new to school parents.



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Committee Elections

Committee Elections for 2024/2025 were as follows:

Chairperson: Carla Oaksford-Smith
Vice Chairperson – Louise Ramsdale
Secretary – Rebecca Robinson
Treasurer – Rebecca Krygier

It was noted that Natalie Church would no longer wish to continue to be secretary, and the committee thanked her for her hard work.

The constitution and code of conduct required no change.

Action: The Constitution and Code of Conduct is to be circulated, signed and uploaded onto the school website.

This concluded the AGM.

September 2024 Meeting

It was noted that there was nothing to carry forwards from May's meeting.

New to F2 Event

A date was agreed of 14th October 2024 straight after school. There will be no charge for this event, as it will be a good opportunity for the PTFA to approach 'new to school' families and ask if they would like to support the PTFA in the future. The PTFA were also aware of how this would be beneficial to school as they welcomed new families in the Autumn Term.

This event is to be held in the hall and will be craft based with a Halloween / Autumn theme. The PTFA will serve refreshments such as teas, coffees and cakes. School staff are welcome and encouraged to attend this event.

Action: Carla to ask for volunteers, ensure the hall is booked and send out letters to F2 parents. PTFA to ensure refreshments are ready and that craft activities are sourced and available.



Doughnut Friday

It was discussed whether hot chocolate will be able to be served at this event. Date proposed as Friday 18th October 2024. Two stalls are required with both cash and card available at both. If the weather is wet, it was suggested that this event could be moved inside.

Action: Source doughnuts. Investigate whether Lidl could potentially supply us instead of Krispy Kreme / Dunkin'. Carla to ask for volunteers to support with this event.

Autumn Disco

Date proposed as Tuesday 12th November with the same times as previous discos.

3.30pm - 4.30pm Year 1 and Year 2 (Children to bring clothes to school to get changed into and be picked up from classrooms.)

4.45pm - 5.45pm Year 3 and Year 4

6.00pm - 7.00pm Year 5 and Year 6

A decision was made to stick to an Autumn disco, instead of a Halloween / Bonfire theme.

Action: Carla to speak to DJ Dale & ensure hall is booked.

Christmas Artwork

Carla advised that we will no longer be using Cauliflower Cards. Instead, we are using a company called Class Fundraising. The templates have already gone out to classes and the completed artwork needs to be back with Carla by 4/10/24. All children will then receive a sample which will be easier to manage.

Action: Collate artwork by 4/10/24 and send to Class Fundraising.

Christmas Raffle

Carla shared the previous list of companies who have been approached previously. Emails will need to be sent out – Louise and Rebecca R to do this.

Action: Emails to be sent to companies (Louise and Rebecca R)

Carla to check whether raffle tickets have been ordered.



Christmas Fair

Date proposed on Sunday 8th December.

Discussed the possibility of having food stalls outside in the staff carpark and the Santa's Grotto in the new Music Room.

Action:

Carla to ask for volunteers.

Ben to ask Gordon whether he would like to be Santa.

Check if Samworth would be able to ask students to play music.

AOB

Lottery paperwork is to be completed by Louise.

Non uniform day changed to once every full-term end so there will be three per year.

New events to be considered

- Wonka event
- WBD event
- Book sale
- Additional disco in the Spring Term
- Ice cream sales
- Asda event for schools – parents sign up. **(Action – this is to be sent out on class dojo to all parents as signing up even makes the school £1.)**
- Magic show to be considered for March time.
- Event for parents
 - It was discussed whether this would be in the form of a bingo / quiz / race night. A date was proposed for 31st January 2025. There would be a maximum of 80 tickets. The timings would be 7pm-10.30pm with a view to everyone having left by 11pm.
- Refreshments for Christmas Productions
 - The dates of these are 10/12/24 (9.30am and 2pm), 11/12/24 (9.30am and 2pm) and 12/12/24 (9.30am).

This concluded the meeting. The date of the next meeting will be TBC

Minutes prepared by Rebecca Robinson.