



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

Black Scotch Lane  
Mansfield  
Nottinghamshire  
NG18 4JW  
berryhillptfa@outlook.com  
01623 478477

**Head Teacher:** Mr Trenowden

**Deputy Head:** Miss Sargison

**Staff Representatives:** Danny Marriott/  
Michelle Tranter/ Leeanne Davis/  
Suzanne Beale

**PTFA Chair** – Carla Oaksford-Smith

**PTFA Vice Chair** – Louise Ramsdale

**PTFA Treasurer** – Rebecca Krygier

**PTFA Secretary** – Rebecca Robinson

**Date of Meeting: Friday 24<sup>th</sup> January 2025**

**Venue: The Oak Tree**

Attendees

Carla Oaksford-Smith  
Louise Ramsdale  
Rebecca Robinson  
Danny Marriott (School Representative)  
Gemma North  
Donna Kilday  
Wayne Mercer  
Jemma Pincott  
Magnus Wright

Apologies

Rebecca Krygier  
Ben Trenowden  
Natalie Church  
Lisa Richardson  
Maria Kirkham  
Sarah Tyres  
Michelle Tranter  
Sarah Freeman

**Welcome and Minutes of Last Meeting**

Carla welcomed everyone to the meeting and shared agenda.

- **Carla to check the code of conduct is signed and uploaded to the website.**

**Treasurer's Review**

Carla shared the Treasurer's Review and Review of recent events.

The bank balance stands at £7941.61

Drama Club Savings stands at £816.97

- Welcome to F2 Event: £38.40 (This event was not run as a fundraiser).
- Doughnut Friday £378.24 Clear profit. (We charged £1 for Lidl doughnuts, and £2 for Dunkin' doughnuts).
- Discos
  - Tickets £1280.00 (Clear profit)
  - Tuck Shop £782.50 (Not clear profit)
- Christmas Fair £1773.45 (Not clear profit)



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- Raffle £985 (Minus £45 for purchasing the tickets)
- Productions £576.02 (Not clear profit)
- Non-Uniform Day £335 (Clear profit)
- Christmas Artwork £563.35 (Pending)
- Asda Cashpot for Schools approx. £340 (Pending)

### Donations Back to School

- £500 Grant for food (Nurture Club)
- £1460 Outdoor furniture
- £3840 Central Library Wall Wraps

The committee spoke about some new events that they might like to run. These included.

- Sponsored event
- MTFC Football in the Community 50/50 event
- Summer Term Tuck Shop

### Christmas Fair and Raffle

The committee thought this event went well. There remain lots of prizes which can be used next year.

- Try sending home paper tickets next time to see if they sell more.
- Use 1 ½ strips for Tombola & Chocolate Tombola next year.

### Bingo Night

Decided to run on the 7<sup>th</sup> March with 80 tickets.

- DM to look into booking a host.
- COS to speak with DJ's to see if anyone would like to do this.
- Catering options were discussed but it may just be easier to run a bar with snacks.

### F1 and F2 Magic Show

Decided to run on the 27/2 or 13/3 depending on the availability of Peter Presto.

- COS to book.

The committee decided to serve juice, pizza and biscuits which would be included in the cost of the tickets.



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### Spring Discos

These are to be held on 25<sup>th</sup> March.

Timings:

3.20pm-4.30pm Y1 and Y2

4.45pm-5.45pm Y3 and Y3

6pm-7pm Y5 and Y6

The committee decided to ask DJ Tom.

- (COS to book). Perhaps pre-freeze the slush?

### Y6 Leavers Hoodies

To be provided by the PTFA and given out at the end of SATS week.

- Letters to go out for this.

### World Book Day

The PTFA would like to hold another event to celebrate WBD. Story Book Spoons was decided for a £2 entry cost depending on the price of spoons.

- COS to confirm and order spoons.

### Mother's Day Breakfast

28<sup>th</sup> March

We would offer a continental breakfast for this event.

The PTFA would like to purchase gifts for this event which will be covered by ticket costs.

- Purchase gifts
- Arrange helpers
- Order food

### Easter Egg Tombola, Cake and Gift Fair

4<sup>th</sup> April - To run 3.30pm-4.30pm.

- Look into staggering the timings for this event as the hall gets very busy. (It was questioned whether this exceeds fire regulations.)
- COS to ensure the hall is booked for PTFA use.
- The committee looked to ensuring ASC could be included in these events which take place after school.



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Doughnut Friday

To be held on the 16<sup>th</sup> May.

- These are to be purchased from Lidl/Dunkin' again with a 50/50 split.

Summer Discos

Date proposed as the 19<sup>th</sup> June.

Year 6 Leaver's Disco

Date proposed as the 24<sup>th</sup> July.

The committee discussed the costs involved in hiring a photo booth and the committee are going to look into further options.

Summer Fair

Date proposed as the 6<sup>th</sup> July.

AOB

Funding Request

The PTFA have had a funding request from Mrs Nelson to support the establishment of a sensory garden. The PTFA are to look into how they can recoup these funds. It was decided that the committee would like to fund this which should be approximately £700.00

Carla has approached Councillor Stephen Garner for funds who has said he would be happy to help when he gets his new funding budget at the end of May.

Berry Hill's Got Talent

Date proposed as the 27<sup>th</sup> June. The PTFA are to run a bar for this event.

Summer Term Tuck Shop

This was proposed as a future event – to run weekly in the Summer Term.

Date of next meeting TBC.

Minutes written and prepared by Rebecca Robinson.



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