

9/626 PTFA Meeting Minutes

Attendees

Rachel Priest - Chair
Chloe Pritchard - Secretary
Gina Nell - Parent
Gina Matthews - Admin

1. Summer Fair Prep

This meeting was held to prepare for the upcoming summer fair.

Time and date:

The date was confirmed as 3 July 2026 and the timings were agreed as 3:30-5:30 though we will need to begin setup from 12:00 onwards to make sure we're ready on time.

The event will primarily be held on the yard, with the hut being the focal point where food and drinks will be served from. Pony rides and active games such as penalty shoot out will be held on the field within easy reach of the yard.

Stalls and activities:

- Pony rides - Lou Morgan.
- Cake and ice cream - Chloe Pritchard.
- Raffle - Rachel Priest.
- Tombola - Jayne DeClaire
- Drinks - Gina Nell
- Food - Sarah Morris and Gina Matthews
- Hook a Duck - Mrs Ingledow
- 2nd Hand Uniform - Olivia Hinnett
- Glen the reading dog

We would also like to run a face painting stall, penalty shoot out and a variety of pocket money games, but will need volunteers to run these stalls. Gina M will ask for staff volunteers and Chloe will prepare a poster to circulate on Facebook and in the newsletter to seek parent volunteers.

Gina M will also email the local fire station to see whether a fire engine can attend as this has proved popular in the past.

Food will consist of hot dogs and pizzas which will be cooked in the hut and served hot. Pizza will be sold at £0.50 a slice (a slice being 1/8th of a pizza). Hot dogs will be £2 each. Gina M will ask the school cook whether she could prepare alternatives for people with food allergies so that they can be catered for.

Ice cream will be served in either cups or waffle cones at £2 each. Cakes will be individually priced based on size but no more than £1 each.

Rachel has emailed Suntory in Coleford to ask whether they will be willing to donate drinks as they did last year, which will be individually priced and sold on the day.

Actions

1. Gina M to talk with staff to arrange a non-uniform day. Parents to donate a tombola prize in exchange for their child attending in non-uniform.
2. Rachel to order napkins, paper cups, prizes and sweets.
3. Chloe to prepare posters advertising the event and asking for volunteers.
4. Rachel or Chloe to purchase ice cream, cones, pizzas, sausages, hot dog rolls and sauces closer to the day.

2. Financial position

While the meeting was convened, we discussed the PTFA financial position:

- General (GCC) line - £648. £100 has been spent as a deposit for the children's Christmas panto.
- Nature area line - £2864 with a further £1500 due from Tesco imminently.
- School funds - £1352.03

School staff have discussed consolidating the general and school funds line and it has been agreed that the money from school funds will be transferred into the general line to benefit from the school's VAT efficiencies. Grant funding will continue to be accounted for separately.

3. Nature area

We are drifting in this area and it needs a renewed focus if we are to get the children back out there soon. The signs have arrived and look great but we need to get the area clear and equipment ordered.

Action - Chloe to check whether Lou has spoken to Hales about the possibility of hiring their mulching machine with an operator to satisfy the school's insurance requirements. If not, Chloe to speak to Hales directly. Rachel will provide contact details for Jake Hale and Louise Hardwick who were helpful last year when we needed to hire the barbecue.

Action - Chloe to email list of equipment needed to Nicola Phelps so that she can seek best value for money solutions and order equipment.