



Meeting Minutes

PTFA (Parents, Teacher and Friends Association)

DATE:

23/06/2025

TIME:

6.10pm

CHAIR:

Julie Batty

IN ATTENDANCE:

Julie Batty, Anne Marie Haddington, Chloe Ramsay,
Carol Scarisbrick, Sandra Piscopo, Maddy Burton-Cole
Triana Ferrandiz, Danielle Eyton-Jones, Sarah Mullan
Sarah Jane Wilkinson,

Online – Alison Simpson Nicola Wilson

Apologies - Lorraine Ascough, Bernadett Roofe

APPROVAL OF MINUTES:

Agreed Upon

Treasurer Report

Money In – Ice Pops £92.22, Sports Day £105.50, Healthy Tuck May £96.60

Money Out – ASDA (Sports Day/Coppice Fest) £95.04, ASDA (Sports Day/Coppice Fest) £13.90, Raffle Tickets £52, Cooksmill (Yr 6 gifts) £44.34, Amazon (Yr 6 Gifts) £86.44

Total in Bank - £4851.45

Sports Day Feedback

Agreed fantastic day for all. Refreshments went down well, particularly afternoon. Request for full fat coke next time.

Tuck Shop

Triana will man this Friday with x 2 year 6 helpers. 50p per item, Frozen yogurts, ice pops, breadsticks and frozen grapes. Sarah Wilkinson to purchase extra brown bags and stock.

Coppice Fest Plans

Raffle tickets going out in bags 24/06/2025 - £1 per ticket/£5 a book and will be sold on the day until 2.30pm with the draw taking place at 2.45pm. Claire creating a poster advertising the prizes –Maddy will share on social media. Others to share in What's app groups. Alison and Sandra to man the Refreshments – Cans £1, Water/Flavored Water/Ice Pops, 50p. Enough stock left from Sports Day.

Leavers Gift

All completed for this year. Agreed next year we'll purchase T Shirt for signing, mug/book/sweets. Hoodie supplier – Danielle to negotiate further discount and confirm if the ordering is self service online rather than any admin involved in school.

Colour Run

Saturday 13th September 12pm – 4pm – Race at 1.30pm.

Numbers can't go above 500 in total – including volunteers/spectators and runners

5 colour stations

Ticket Pricing £5 early Bird Offer, £7.50 thereafter. Price includes sunglasses/wristband and colour powder for each runner

Ice Cream Van booked – will donate share of takings from day

Kirsty – Reptile Corner – Confirmed

Bouncy Castle Booked – dropping off at 10.30am, collect at 4.15pm

BBQ – Format TBC

Refreshments/Beer Tent

Glitter Tattoos – Bernadett

Face Painting – Anne Marie

Bands confirmed and we have music license for play list via Apple.

TEN (Temporary Events Notice) will be needed

Punch Balloons - Agreed to sell for £1

Risk Assessments done

First Aid Requirements – Met

Insurance - Met

Waiver to be signed when purchasing tickets. And sign next to Tattoo/Face Painting Stand

Volunteers needed for following positions – x 10 (2 on each colour station), Water Station x 2, Refreshments x 2, Bouncy Castle x 2, Reptile Helper x 1, Glitter Tattoos x 1, Face painting x 1, BBQ x 2. Agreed 30 volunteers would be ideal to allow for drop outs.

Actions from the meeting:

- Refreshment Stock/Tuck Shop – Sarah Wilkinson to stock up
- Hoodies for next Year – Danielle to try and reduce costs and confirm ordering process
- All to share Tuck Details in whats app groups
- Poster to be shared for Coppice Fest with all (Maddy will share socials/others in groups)

Colour Run Actions:

- Kirsty and Reptile Corner – Format for day – Julie to discuss and confirm next meeting
- BBQ cost for food from Butchers (Burgers/Sausages) plus if they cook for us costing – Sarah Mullan
- Electrical requirements for PA system etc – Julie to discuss with Site Supervisor
- Ticket Selling Platform to be sourced – Anne Marie
- TEN (Temporary Events Notice) Sarah Wilkinson
- Volunteers are a MUST – **All** to recruit! PTFA Rep for each class as follows – Reception Mhari, Year 1, Maddy/Triana, Year 2 Danielle, Year 3, Sarah Wilkinson, Year 4, Bernadette, Year 5, Sandra. Year 6
???
- Poster to go up 24/06 to Recruit Volunteers – Chloe
- Be available on Whats app for Colour Run update/Progress Meeting 14/07 6.10pm

AOB

Last Thursday of Term – Email to be sent out via the office from the PTFA to sum up the year, what we've done, thank for support and see you next year.

Next Meeting

Wednesday 3rd September 6.10pm

Meeting Closed

7.40pm