

**Minutes for PTFA Meeting**  
**Friday 6<sup>th</sup> November 2015**  
**@ 1.00pm**

**1. Present:**

|               |               |               |
|---------------|---------------|---------------|
| Gemma Dunn    | Rachel Bryan  | Clair Neville |
| Sam Green     | Lianne Hughes |               |
| Becky Peasley | Kerry Harkin  |               |
| Claire Pace   | Terry Jones   |               |
| Kathy Price   | Lisa Jones    |               |

**2. Apologies**

None

**3. Christmas Fair**

**Non Uniform Day** – BP has asked Mrs Jones if the school can hold a non uniform day to get gifts and bottles sent into school. Mrs Jones agreed the non uniform day will be held on 20<sup>th</sup> November. Families will be asked to send in a toy or bottle for the hook a bottle game.

**Stalls** – Stalls are being offered at a cost of £7 and a donation of a raffle prize. BP has had 3 people book in. She intends to go to some Christmas events over the next couple of weeks and speak to stall holders to try and get more bookings. **Action: BP**

**Raffle** – it was decided that there will be 3 main prizes rather than lots. The other prizes will be used for the pick an envelope/box game at £1 a go.

**Lucky dip** – two lucky dips, one girl, one boy. 50p a go. BP has sourced some good prizes at a cost of £1 for 15 gifts. There is also wrapping paper at 25p a roll. It was agreed that BP would buy 600 items for the lucky dip. **Action: BP**

**Tombola** –BP has found an activity book (25p for 2) and a pack of fairy crayons (35p) which can be put together to add to the tombola prizes.

**Hook a bottle** – The bottle bags will have a piece of paper with the prize on inside rather than the actual bottle so they can be easily hooked.

**Craft** – CP suggested a craft area. RB has agreed that this can be done in the preschool mobile, subject to the blue room being able to be locked, TR will look into this. BP has found a decorate your own Christmas stocking kit for 25p. It was agreed that we would charge £1 and pre-school will donate the glue. BP will order 500 and see if she can get them cheaper. **Action: RP**

KP will get some Christmas colouring sheets copied at work to use as a free craft activity, RB offered the preschool crayons and pencils to be used. **Action: KP**  
CP has agreed to run this room with RB.

**Pick a lolly** – we discussed the need for cheaper games so this will cost 20p a go. Prize of a lolly every time with an extra prize of a punch ball balloon for lollies with a red end. CN will run this stall.

**Catering** – we will cook chips in the kitchen, AMM agreed to lead this. Plus make up white bread rolls with ham, cheese or just buttered, to be sold at £1 each from trays taken around the room. RB, CN, GD and SG will make these. We will have tea and coffee served in the old class 1A SG and GD will serve this. A cake stall will be outside the same classroom in the corridor.

In addition BP has found a caterer who will not charge us but will give us a percentage of his profits (to be advised after the event, dependent on his sales). It was agreed that he will serve hot pulled pork and stuffing rolls, burgers and veggie burgers. This will hopefully mean we have less queuing for food.

**Volunteers** – It was agreed we would purchase Santa hats and reindeers antlers for volunteers to wear at a cost of 25p each. SG offered to make new inserts for the PTFA lanyards which are Christmassy and say PTFA Santa's Helper. **Action: SG**

**Santa** – There will be no charge this year to see Santa. Santa will arrive at school on a sleigh pulled by reindeer! Parents and children will be asked to stay in the playground and Santa will be pulled around the playground for all to see and take photos. Santa will go into the old class 1B which will be decorated. We will have time slots of 10 minutes and children will go in groups to see Santa. Each child gets an 'I've seen Santa' sticker and a bag of reindeer food to put out on Christmas Eve. LH is making the reindeer food. We will have Elves running the room. Santa can stay after the event for photos with children to be taken by parents. Everyone liked the idea to name it An Audience with Santa. The reindeers will go into a pen in reception playground and the children can visit them there.

We will produce a map showing where everything is to be given out on arrival.

CN agreed to put an Christmas playlist onto the school iPod. **Action: CN**

| <b>Stall</b>             | <b>Lead volunteer/s</b>                         |
|--------------------------|---|
| Tombola                  | Jackie Johnson                                  |
| Girls Lucky Dip          | Kerry Harkin                                    |
| Boys Lucky Dip           |   |
| Cake Stall               | Melissa De Vere                                 |
| Buy an Envelope          | Chris Glover                                    |
| Name the Teddy           | Rachel Bryan                                    |
| Sweet Stall              | Kelly Darby and Aimee Fairbrother               |
| Hook a bottle            | Justine Deakin                                  |
| Pick a Lolly             | Clair Neville                                   |
| Tea/coffee/hot chocolate | Gemma Dunn and Sam Green                        |
| Chips                    | Annmarie Marklew, Lisa Jones and Sarah Gooding  |
| Face painting            | Lindsay Reid and Emma Unitt-Legg                |
| Mrs Claus                | Kathy Price                                     |
| Santa's Elves            | Lou Woodward, Lianne Jones and Natalie Hitchman |
| Make a Stocking          | Clare Pace                                      |

BP asked Mrs Jones about more storage for the PTFA in school. She said she would get back to us on this but suggested that the cupboard next to the PTFA cupboard could be used for us and the partition taken down. KP suggested buying large stackable boxes to use as storage to keep the cupboard tidy.

### **3. Flip and Dippy Show**

CN and RB to produce popcorn. RP will supply the cone bags. **Action: CN and RB**

BP will make the candyfloss. **Action: BP**

EU-L is making snow cones/slushys. **Action: EU-L**

We will also have bags of sweets to sell.

BP will contact all the volunteers and allocate jobs for the evening.

#### **4. AOB**

Christmas books – Mrs Jones to speak to Mrs Bates about when they will be ready for wrapping. BP to buy the wrapping paper.

New Book bags – It was agreed that KP would order 70 bags for reception with Supported by the PTFA on them; they will cost £6 each. The bags for parents to buy from the office will just have the school logo on and we will charge parents £5.

Facebook page – BP reminded everyone of the PTFA Facebook page.

**Next Meeting: Friday 27<sup>th</sup> November @ 2pm in preschool mobile.  
BP is happy to meet in the evening with those who can't make an  
afternoon meeting.**