



Minutes of PTFA Meeting

Date: 19.11.2019

Minutes taken by: Emily Cadwallader

Board Members present: Emily Cadwallader (Chair) Lucy Gerbino (Vice-Chair) Gill Brown (Treasurer)

Apologies: Kate Perkins (Secretary)

Other committee members present: NA- was a board meeting only to finalise Christmas event arrangements.

Matters Discussed

- **Payments update**, hoodies, IQ cards, school refunded, no VAT to pay! All payments now cleared and just pantomime payment pending- cheque is ready to post a fortnight before performance date.
- **Class Reps Communication:** Only one e-mail response from any of the e-mails sent to the class reps this year. Had a few messages on the PTFA facebook page.
- **Communication with parents;** PTFA page is always up to date. Kate great at sending out text reminders! Letter with lots of detail and permission slip for xmas film night went home a week ago to all children. Reminders will continue to go out. Feedback from parents is that , although lots going on, they are getting timely reminders and communication between school and home is good. EC still has a PTFA 'slot' at the weekly school staff meetings so staff are fully briefed as to what is going on too.
- **Wrap a present 11th December**– amount of gifts, keep as KS1, volunteers all in place, Ducklings summer house to be used, will be from 1pm on 11th December, wrapping paper already provided by Lizzy Adlington. Board members will check gift amounts on Friday 22nd November
- **Pantomime 11th December**– payment due in a fortnight, chq ready, timings and hall agreed with school
- **Film night 5th December** – Arthur Christmas film agreed. Permission slips already sent home. Snacks and drinks to be purchased closer to the date. Will operate tickets for snacks as per the last discos. Pick up from the playground at 5.30. Volunteers and staff all confirmed.
- **CHRISTMAS FAIR!!! 29th November 3-5pm set up from 2pm**
- **Hall Set up** – to be the same as Easter Fair, tables around the outside and space for chairs etc in the centre. Cloakroom to be in place in Year six – for coats and pushchairs only, left at own risk, not manned all the time and no charge.

- **Santa's Grotto** Lucy to be in charge of decorating and time management on the day. Polly and Victoria are the elves and are providing their own costumes. Santa suit such as we have has been given to Lucy as Pierro is our Santa! Smaller dress available if Esmee requires it too. Bookings being taken in the office by Kate, booking form and float all in place and bookings have started. Gifts purchased and board members will take them home to wrap up. Text reminders will be sent over the next few days. Ducklings classroom to be the 'holding area' for parents – gather at the signpost in the hall and then will be taken down shortly before their timed slot.
- **Tombolas- three different ones! –**
 - Teddy tombola to be done, had quite a few donations already in the shed. Gill to do eddy names and tags. £1 a go, guaranteed win every time. Choose a festive one to be used as 'guess the name of..'
 - Bottle Tombola – tag day on 29th November chn to bring in a bottle or a box of chocolates. £1 for 3 tickets. Text to go out to remind in due course. Any particularly nice items to be added to the Grand Tombola
 - Grand Tombola - _quite a few nice prizes donated already, Maria Ward and Kate Perkins to continue to drum up donations. We have some lovely items such as flowers and gits so can do a nice display for the bigger prizes. Prices-£1 for 3 tickets. Any special items donated can be added to the Grand Tombola. Prizes to be taken home on the day
- **Refreshments-** not cakes, just tea/coffee/hot chocolate/ mince pies/mulled wine / hot Ribena as non-alcohol option. Free from options to be provided. All items to be purchased a couple of days before as there's nowhere to store them otherwise! Need all the food and drink plus cups and napkins
- **Games & stalls** – as below:
 - **Knock the elf off the shelf:** four elves on the tin can alley thing plus bean bags 50p for 3 beanbags
 - **Human fruit machine** – Lucy to arrange 5 identical items in three different stockings. Three older chn and need a sleigh bell for people to ring to make them pick out the items. Three matched to win. 50p for three 'spins.
 - **Guess the name of the XXX** – festive teddy to be chosen and names on a list. 20p for two guesses
 - **Advent calendar box** – find the door that has the chocolate coin behind it. 20p for three doors to open
 - **Guess the address of the Gingerbread house** – list of festive addresses and chn can chose what address they think the gingerbread house should be, win the kit. 20p a guess.
 - **Lollystick game-** if you find the stick with the coloured end you win a prize. 20p for three picks
 - **Where is Santa?** – map with coordinates on, pick a grid square and win a prize. 50p a guess.
 - **Decorate a 'bauble' biscuit** – GB to run, chn to decorate a digestive biscuit.
 - **Craft zone-** Mrs O and Katie (Bronwyn's mum) to run. On the stage. £1 to enter the zone and do festive crafting, including decorate a finger bowl/mince pie plate.
 - **Outside Craft stalls-** currently have five stalls booked.
 - **Mrs Patterson's Treasure gift stall** – this is space dependant so tbc

- **Book Fair-** from the book people this like the summer fair will be at the fair too.
- **Entertainment :** KS2 choir singing at some point. Christmas music on the speakers throughout
- **Signs and prices-** EC to print and sort out.
- **TAG Day** – on the same day as the fair, chn to bring bottle or chocolates on the day of the fair.
- **Volunteers-** we have quite a few, and will keep signing people up. Not so many staff as it's a Friday so they won't be at school but EC is working on it.....
- **Board Members jobs on the day:** LC to manage Santa's Grotto, GB to manage biscuit decorating and craft area. KP will be working in the school office so can keep an eye on entries and cloak room. EC will not be on a particular stall but will faff around with a clipboard ☺ EC can relieve volunteers from stalls as required and will monitor change for floats & prize levels. GB to please lift floats at least once during the fair if possible.
- **Prizes:** for all games have the prizes and chocolate coins and chocolate lollies- Lollies from Lidl's and chocolate coins can be purchased in bulk from amazon.
- **Profit Aim....** TBC! We would hope to make a few hundred pounds , we didn't make much at the Easter Fair so hopefully as we have a few 'pure profit' stalls at this fair we could do more... We have no idea how much was raised at the last Christmas fair as was before our time so we have no goal to meet/exceed.
- **NEXT MEETING: Friday 22nd November at midday,** any board members who are available to meet to check things in the shed and gift levels for wrap a present. May start purchasing prizes that day if space to store them.