

PTA Meeting Four of School Year 2017/2018 Minutes

Present: Cassie Harrison, Helen Rosie, Jules Padgett, Megan Norris, Michelle Norris, Wendy Clark.

1. Apologies: Aimee Shuttleworth, Andrea Towse, Ann Hollings-Tenant, Catherine Coop, Jess Draper, Rachel Fisher, Sarah Norton, Tony Turner.

2. Minutes of the last Meeting recorded on Thursday 19th October – checked and agreed.

3. Matters Arising

Christmas Cards

The proofs for the Christmas Cards were on the way. There was an option to add various greetings inside the card, this was discussed and it was agreed to have “Merry Christmas” printed.

Gifts from Santa

The gifts had been purchased and would be given out by Santa at the Christmas Activity day on Tuesday 19th December. It was agreed that Megan would wrap and hand write tags for infant children, Michelle upper juniors and Andrea and Jules lower juniors. Michelle would distribute names provided by school.

Prosecco Evening

Michelle would email the school governors to personally invite them to the event. They had all been notified via the newsletter previously and it was hoped there would be a great turnout.

4. Christmas Fair

It was agreed to hold the Fair between 12pm and 2pm. A church coffee morning had now been planned for the morning 10am-12pm so this timing would avoid a clash.

Michelle had discussed the jar decorating with Mr Stafford-Roberts and it had been decided that an assembly reminder to children wasn’t needed. Michelle/Cassie would chat to new parents not on facebook and a reminder of what to do would be put in the newsletter / on the facebook page. Jars to be in school by Friday 1st December. The winners would be announced at the Christmas activity day, the judge to be an impartial school volunteer. Prizes would be given to an infant, lower junior and upper junior. It was agreed to request that jars be filled with packaged sweets to avoid any hygiene issues or worries that sweets enclosed may be past the sell by date. It was agreed to consider selling mulled wine at a future Christmas Fair but not this year.

Discussion took place over stalls, cost etc and the below list was agreed. Volunteers would be sought for the gaps, and thanks were given for the offers of help received so far from those not present at the meeting.

What	Price	Who	Prize
Sausage and vegi sausage buns	£1.50	Helen	n/a
Refreshments	£1 large brew 50p small brew £1 sweet cone £1 large cake 50p small cake 20p juice	Michelle Cassie One other	n/a
Raffle	£1 a ticket	Rebecca Wilkinson	Hampers and business vouchers etc
Guess how many baubles in a jar	30p		From mufti day donations

Higher lower game	20p or 3 goes for 50p		Mini choc santa per child – winner: bag of choc coins/santas
Face painting	£1	Sara Brown	n/a
Nail painting Tattoos	50p 30p	Jessica Norris	n/a
Lucky dip	30p		From stock and mufti day donations
Tombola (children's and an adults stall – different coloured tickets)	50p or three for £1	Mrs Norris	From mufti day donations
Decorated jars tombola	£1 (one per child until the end if any left)		To be bought x3
Lollypop lotto	20p		Lollies and other prizes to be bought
Jar ping pong	50p for 3 balls		From stock
Bean bag game	30p		To be bought

Action: to purchase cake boxes, Michelle to check with Andrea.

Helen would collect up the mufti day donations and make up hampers for the raffle with help from Rachel if needed. Anything that wasn't needed would be used for the tombola stall or game prizes. Helen would also decorate envelopes for any business donations to be hung on a decorative tree on the raffle table.

It was agreed to invite Chas Jacobs to have a stall at the Christmas Fair as the Prosecco Evening was too close to his exhibition date. Michelle would provide Christmas music for during the fair.

Set up would take place on the Friday afternoon if school agreed not to hold an assembly.

Action: Michelle to co-ordinate newsletter items: Christmas cards, Fair time, Christmas themed cake donations, volunteers, jar decorating request, raffle ticket sales request - 1 book of tickets home with each child in school for sale in advance of the fair.

5. Any Other Business

- a. It was noted that year six children have different roles in the morning and afternoon Christmas play this year. Michelle would ask Dave Collins to film both performances.
- b. Christmas play costumes were discussed and it was agreed that PTA would request donations from parents of any Christmas costumes that were no longer needed by them. Megan would arrange and publicise a sale of these costumes.
- c. It was agreed to run a craft morning in spring / summer since we weren't doing craft activities at the fair this year.

Next Meeting: TBC