

# **PTFA MEETING**

**Wednesday 08<sup>th</sup> November 2017**

## **Attendees:**

Lucy Daniels

Sara Harlow

Anna Morgan

Helen Richardson

Emma Roberts

Sarah Williams

## **Apologies:**

Zoe Howard

Anna Preece

## **Agenda:**

- Bingo – suggested date of 17.11.17 – SW was asking KM if ok to do non-school uniform in exchange for kids bringing in a prize for the bingo raffle
- Nativity (help with teas and coffees) 05.12.17 2-3pm and 06.12.17 9.45 to 10.45
- Christmas Fayre – SW was speaking to KM regarding us doing a free non-school uniform (Christmas spirit clothes) on day of Christmas Fayre to get everyone in the spirit! Possible date Friday 8th December?
- Film club – suggested date of 12.12.17 – suggested film was Nativity – helpers?
- Spooky Disco – how did it go – thoughts on changes for next year? Discuss comments from parents regarding alcohol.
- Christmas party 14.12.17
- Christmas panto - SW was speaking to KM to see if she wanted us to look into
- Christmas trip e.g. Bath
- Stamptastic labels – suggestion from parent
- Just giving
- Toddlers/coffee morning
- Any other business

### **Christmas Fayre:**

- Will take place on 08.12.17 planning on holding between 14.30 and 17.00
- Need to plan stalls/games:
  - Chocolate tombola (still have two big bags of chocolates left that we can use for this)
    - Lucy will run
  - Santa – SW to speak to Rowan regarding who usually does this and contact details
  - Wreaths – Becky
  - Tree House Clothing – Anna
  - Second hand toy/teddy/puzzle stall – good condition and quality / complete puzzles etc.
  - Teddy tombola
  - Christmas ornaments – Duggan
  - Guess the weight of the Christmas cake and the winner wins the cake – Emma
  - Guess the number of candy canes in the jar and the winner wins them
  - Face painting or festival glitter – Helen to speak to Kate Morris
  - Lucky dip
  - Jars of sweets for sale
  - Wrapped bottles of wine in Christmas paper or newspaper – guess which ones are full and which are empty
  - Raffle – do some nice prizes – Anna to speak to Ben re voucher for meal at the Royal / Sarah to speak to Hostelrie re voucher
  - Christmas games (pin the nose on Rudolph, etc.) – Petra, also maybe get some year 6 pupils involved with running stalls as they did a great job at the summer fayre
  - Children’s handmade individual item stall where parents have the opportunity to buy the item their child has made (personalised baubles, etc.) – need 5 activities; harder ones for older pupils – hopefully get creative/arty parents involved in helping the kids make their items
- Planning to charge suppliers £10 to have a stall
- HR to prepare a letter asking for donations for second hand toys/teddies/puzzles etc.
- Will do a letter asking for raffle prize donations nearer the time (can just be a small note in the book bags)
- Santa’s grotto could be set up in the computer hub – was thinking of trying to get a good deal with the book company to be able to give each child a book, but then we are going to have to charge each child £3 to see Santa and for families with more than one child it can work out expensive so will probably just give chocolate lollies and then we can just charge £1
- Serve from the hatch – teas, coffees, mince pies, cakes, soft drinks, hot chocolates with marshmallows, etc.

### **Bingo:**

- Will take place on 17.11.17 from 18.00 to 20.00
- £1 per book – will need a float
- Licence for alcohol has come through
- Will provide refreshments – Pizza and hotdogs worked well at Spooky disco so plan to do that again
- Emma can give us a price for sausages
- Anna and Helen to do Farm foods/cash and carry run for food and drinks

- Need helpers:
  - Need to speak to Kate about using the kitchen – if she can help we can pay her and get one person to assist her – if not, Emma is a chef and has a food hygiene certificate so she may be able to help
  - Bar (in corner like at Spooky disco) – run by Darryl, Jed, Ben
  - Bingo caller – Darryl / also speak to Andy Bateman
  - Bingo tickets and give out prizes – Lucy
  - Raffle – Tilly (SW daughter) and Jasmine (LD daughter)
  - Need to make cakes for refreshments:
    - Cupcakes – Anna
    - Flapjack – Sara
    - Lemon drizzle and brownies – Sarah
    - Victoria Sponge - Emma
- We have plenty of raffle tickets
- Lucy will prepare poster to advertise and we will also advertise on the white board
- The bingo machine is being delivered to the Mutlows next Tuesday
- We still 4 or 5 bottles of wine left – these can be used in raffle prizes – have plenty of cellophane here – Lucy will go shopping for raffle prizes this weekend, Sara and Lucy will prepare/wrap raffle prizes next week
- NB: Decided not to do non-school uniform in exchange for raffle prizes as we are doing non-school uniform for Children in Need on 15.11.17

### **Parent Consultations:**

- Will take place on 21.11.17 from 13.45 to 17.15 – we need to do teas, coffees and cakes

### **Infant Nativity:**

- Will take place on 05.12.17 afternoon and 06.12.17 morning – we need to do teas, coffees and cakes

### **Christmas Party Day:**

- Will take place on 14.12.17
- Each pupil brings in a plate of the food item their class has been allocated – e.g. fruit / cakes / crisps (will do a letter explaining this nearer the time)
- PTFA do the sandwiches and put the lunch tables out, we also help the kids plate up
- Hoping the children can wear Christmas clothes (Christmas hat or jumper, etc) to get in the festive spirit
- Will need to get parents involved in helping

### **Other Business:**

- Christmas panto/Christmas trip to Bath – decided not to do this year as too short notice/too expensive – will look in to possibly doing panto next Christmas – PTFA may be able to do some fund raising to help with costs.

- Bit much to ask for before Christmas, but maybe consider the money tree game for the Summer Fayre
- Items listed in red in the agenda above – we did not get round to talking about these today so will carry them forward to the next PTFA meeting

**PTFA meetings:**

- Next meeting will take place on 22.11.17 at 13.30
- Following that the next meeting will take place on 06.12.17 at 13.30