

## **Monday 7<sup>th</sup> November 19:00 – PTFA meeting**

### **In attendance:**

Terri Ellis, Kirsty Ibbitson, Emma Jasper, Laura Jennison, Lyndsey Majidzadeh, Jenny McVay, Rachel Richards, Katie Savage, Gemma Stead.

### **Apologies:**

Wez Little, Laura Baxter

### **Disco**

15 members of staff to help.

Sweets, crisps, juice. Need to make sure there's enough for each disco. Halal sweets are available. Gemma has done a price list which lists which products are vegetarian, vegan, halal etc.

Can we use spare jugs and cups from kitchen in case kids don't bring water bottles?

DJ arriving at 2.30. LJ will be here for 1<sup>st</sup> disco. Separate tuck shop and drinks station in the gym. Drinks are free. 2 floats which will be left with office staff. LJ arrive to set off at 2.30.

Volunteers to arrive 10 mins before start of each disco. Staff will manage register and kids leaving before kids are allowed in for the next disco.

### **ACTION:**

- **KS to check with Nathan re use of jugs and cups.**
- **JM to send a message out about small change.**
- **EJ to send helpers rota out again.**

### **Bag2School**

Agreed to run this again in February.

### **Open Morning 14<sup>th</sup> November 2022**

EJ, JM, LJ to staff this.

### **Secret Santa**

Volunteers needed to help the children wrap the Secret Santa presents or to cut wrapping paper in advance. EJ will put a call out once Secret Santa letter has gone out. Staff nativity incentive.

Payment will go on school payment system.

No match funding left for this year to access.

EJ has spoken to Liza Stead and Jane Clough about this.

**ACTION: EJ to arrange request for volunteers to be sent out by office staff.**

### **Circus**

Confirmed for 23<sup>rd</sup>/24<sup>th</sup> September.

Will have a meeting in January and ticket sales will open in February/March.

Early bird deal - £36 for family of 4.

Will need to get in touch with Terri Green from WY Police.

## **Notice boards**

Request to reposition EYFS/KS1 noticeboard.

**ACTION:** KS to look in to this.

## **Winter Fair**

### *External stalls*

10 confirmed. 1 didn't respond.

Caroline Darnbrook has asked for an L shaped corner table as has a lot of produce.

**ACTION: GS to check who has paid and collect insurances.**

### *Food*

Will have a float and card machine.

#### **ACTION:**

- **EJ to speak to Nathan to finalise menu and prices.**
- **KS to sort team.**

### *Hot & cold drinks station*

GS, Helen Lupton and Gemma's mum to staff this.

£2 Mulled wine, £1.50 hot chocolate with marshmallows, £2 hot chocolate with Baileys, £1 tea, £1 coffee, 50p juice.

Agreed no beer.

Anything left from disco will be sold at the winter fair.

#### **ACTION:**

- **EJ & GS to take slow cookers to work to get PAT tested.**
- **GS to look at how many cardboard cups and lids we have and possibly order more.**

### *Buy a Brick Raffle*

Jane Johnson dealing with this. Stall holders bringing their prizes on the day. Target is £250+. LM wishes to donate an astronaut projector light as a prize.

### *Craft Table*

JM dealing with this. 50p per craft.

### *Christmas Jumper stall*

7 volunteers. Suggested donations £3 adult jumper, £2 children jumper, £1 T-shirt.

### *Name the Elf*

400 names. Name will be randomly selected at the end.

### *Lucky Dip*

50p a go.

100 prizes in each. Already got magic wands, little bits purchased from Home Bargains already.

Need a wrapping party.

### *Candy Cane*

£1 a go. Colour coded cane. Win a book every time. Already have 200+ books. 18 canes, 12 for £1, 3 for £2, 3 for £3.

**ACTION: KI needs to arrange more volunteers to staff this.**

### *Tombola*

0 and 5 are winning tickets. 2 separate tombolas, 2 separate queues.

### *Bean Bag Toss*

Keith Daniel making this.

50p a go.

**ACTION: KS to sort bean bags.**

### *Guess the Teacher & Quiz*

Both free. Matt Holliday sorting the baby photos and will send on to PTFA. GS to bring board to stick them on.

### *Quiz*

LJ has designed a quiz. Mini Elf as a prize. EJ has printed some off.

**ACTION: KI to print more quiz sheets.**

### *Grotto*

Got everything apart from helpers to run it.

EJ's mum is going to wrap up selection boxes.

LJ has boxes to wrap up as fake presents.

Colouring table to entertain kids whilst waiting for Santa. This will be a free activity.

#### **ACTION:**

- **KS to ask governors to see if can get helpers.**
- **KS to check what is Santa's beverage of choice.**
- **Buy selection boxes.**
- **Need to buy elf hats for the helpers. JM to check as may have some at work which we can borrow.**

### *Extras*

#### **ACTION:**

- **EJ?/GS? to call and cancel existing card and be issued with a new one.**
- **EJ providing a winter fair guide. Will go out as email and hard copy.**