



Raising Funds For Our School

Xmas PTFA mtg 22/11/17 AGENDA

- Christmas Fete
- AOB

HCLS PTFA meeting /Christmas Fete – Meeting Minutes 22 / 11 / 2017

Attending: Delphine Tabary, TASH Drew, Annelie Ramsay, Veronica Pacey, Natasha, Clare, Dawn, Maxine

Apologies: Felicity

Copy: Mrs Bloodworth

The following issues were discussed today :

- The Teachers have offered to help out with the secret room, the price will be £2.00 each present, as agreed within the group.
- Lesson Learned, it was recommended for next year to ask parents, how many secret room gifts are required per child? For example: If the child needs to buy 2 gifts, then it would be recommended that the parent was to donate 2 gifts for the secret room. Group Decision.

- Annelie has expressed the need to communicate to parents that we are all members of the HCLS PTFA, we are all involved. The PTFA Survey (an understanding of the PTFA) is to be achieved sooner, maybe after the Christmas Fete.
- It was discussed that we are all good to go with regards to the Secret Room and Santa Presents. The teachers are happy to help with the secret room.
- We also urgently need alcohol for the barrel of booze. Spare bottles of wine/Liquor greatly received! **Action: Donation from Parents**
- A Christmas Newsletter to be sent to parents, with PTFA expenditure. So parents know what the money is used for. **Action: Annelie to liaise with David?**
- There will be a PTFA shop we have loads of items to sell including school uniform.
- It was agreed that some of the group were going to sort through the gifted items after picking up the children today, instead of Friday 24th Nov.
- Clare is a mascot at the fete and will help out with the games.
- David and Delphine are doing the auction.
- Annelie will be going around the stalls helping out where required.
- Delphine will bring the pots for the float money - £30 each.
- 3 tickets for £1.00 for the jam jar tombola, the games will be £0.20.
- Annelie highlighted that we need more parents to sign up for Christmas fete Tasks, it was noted that the school council and yr4s can help with the games stalls. It was said that it's "TEAMWORK we need to support each other".
- The group went through the Christmas Fete job list, Delphine has been nominated to be responsible for the Christmas decorations. Annelie

stated that we have enough Christmas decorations in store. **Action: Delphine**

- The Grotto needs setting up on the 30th November, Volunteer needed to help Mrs Byfield. **Action: Outstanding Volunteer still required**
- Soft Toy donations are still required for prizes, Donations NEEDED, Annelie offered to do a poster. **Action: parents for donations, Annelie to make poster.**
- Natasha to observe the donated cakes on the day to see how much the cakes should cost, the group agreed the prices should be varied and priced accordingly. Maxine offered to make cookies. Also a sign “May contain Nuts” is to be placed on table. Cake stands are needed, if any parents have a cake stand Natasha could use, that would be great. Please see Natasha if you can help. **Action: Natasha, Parents to help with cake stands, if pos.**
- Tash is asking around her local community for donations for the hamper. **Action: Tash Drew Outstanding**
- TASH and Veronica are sorting the food, Sausages and Burgers, Tea, coffee and Nescafe cappuccino’s, Squash. Veronica and Natasha are now buying baps and meat from Costco. **Outstanding Action: Vero and Tash.**
- The group agreed that the Transfer Tattoo’s are still going ahead, Annelie, Clare, Delphine and Tash are sourcing the Tattoo’s. The Parents are to do the tattoo’s if the child would like one and then just put a donation in the pot. **Action: Tash, Clare, Annelie, Delphine to purchase**
- With regards to the Tombola’s, maybe a Christmas Lucky Dip for Adults and Children was suggested instead of the tombola, as we have a jam jar

tombola already. Annelie to have a word with Vicky about this recommend change, maybe the gifts are over priced for a Lucky Dip.

Action: Annelie to look into this pos change with Vicky.

- The following prices were agreed within the group: £.20p Squash, £1.50 Nescafe Cappuccino's, £1 Tea and Coffee, Sausages £2 each, 6oz Aberdeen Angus Beef Burgers £3.00 each, onions will be available if required. Kids games £.20p soft toys for a prize on selected games.
- A craft table was recommended so children can make while they wait to see Santa. It was suggested that the Elves can help out? **Action: Craft donations needed from parents, Mr Stynes to be an Elf, Helen (Tash friend) to help**
- Next PTFA Meeting November To Be Confirmed.