

## Minutes – PTA Christmas Fair Meeting Wednesday 4<sup>th</sup> November 2:45pm, ICT room

### Attendees

Betsie Dixon (Chair), Anna Tappenden (Vice-Chair), Maria Stewart (Secretary), Faye Daley, Liz Donlon, Sue Roberts, Becky Green, Laraine Wright, Caroline Leach, Claire Toolan, Mel Walker (Head Teacher)

### Apologies

Sam Wightman, Anna Acda, Frances Arnott, Ric Cotton, Michelle Bridge, Charlotte Simpson, Sarah Boustead

## 1. Christmas Fair – Saturday 5<sup>th</sup> December

### • Christmas Tree

Frances Arnott has arranged for a tree to be donated by Macc Forest. **Sue Roberts** was happy to collect the tree using the school minibus – if the tree is in a net then it can fill the length of the bus so could be up to about 3m high. The provisional date for collection is 28<sup>th</sup>/29<sup>th</sup> Nov. **Frances** has offered to accompany Sue.

Tree decorations – **Laraine** has lots of baubles if we need extra.

### ▪ Entertainment

The School choir (**Mrs Stout**). Unfortunately the bell ringers are not able to play at the fair this year.

### • Decorations

We have the decorations donated by John Lewis last year. Betsie suggested that each class could 'customise' one of the big board Christmas trees (**class teachers**)

### • External Stall Holders

**Betsie** has received quite a few bookings already, so if anyone is interested in booking a table (£10) they should get in touch soon.

### • Crafts – St Oswald's Church

The ladies from St Oswald's church are keen to run a children's crafts stall again – they would bring their own materials and money raised would go to the church (**Beverley Nixon**)

### • Bollington Neighbourhood Plan

Amanda Stott (Bollington Council) has asked for some space to display and distribute information and to chat to people in the community. <http://www.bollington-tc.gov.uk/np>

### • Cakes

**Sarah** and **Amy** are happy to do a cakes stall again

### • Gardening Club

Hand decorated bird boxes, apple jam. **Faye**

### • PTA Table(s)

- Decorate a biscuit
- Lucky Dip (**Betsie** to replenish the prizes)
- Carrots game (**Betsie**)

- Kids Christmas Bingo (**Anna T**)
- Lolly game (**Maria** to buy lollies)
- Games: Tin Can Alley, Snowman and his balls, Pin the nose on Rudolph
- Small gifts (**Sam**)
  
- **Face painting**  
**Frances** and **Faye** have volunteered. **Betsie/Maria** to check if we have Christmas tattoos. Nail-painting was also suggested (**Becky Green, Jo?**)
  
- **Tombola**  
Non uniform day and bring a tombola donation, Friday 20<sup>th</sup> Nov. **Anna A** will sort through the donations and arrange volunteers for on the day (**Ric Acda?, Simon Tappenden?**). **Maria** to send out the letter.  
Nicky Briers has some gifts to donate.
  
- **Kitchen**  
We'll need cake donations and volunteers to help set-up and serve in the kitchen. After the success of the mulled cider last year we decided to offer this again (in addition to the usual mulled wine, hot drinks and juice). Volunteers will be briefed on safety before the event.
  
- **Santa's grotto**  
**Anna T** has booked Santa. **Sue Roberts** has volunteered to be an Elf. **Charlotte Simpson** to set up the grotto on Saturday morning. Materials and decorations are in the PTA cupboard. **Betsie** and **Maria** to discuss with the elves the best system for booking time slots.
  
- **Photos with Santa**  
**Betsie** to ask **Ellie**. Photos to be emailed this year (rather than a printed version).
  
- **Photos of the fair - Betsie** to ask **Nina**.
  
- **Raffle prizes**  
**Everyone** to ask local businesses for raffle donations (see list). **Maria** to print request letters with the school header. **Betsie** to contact the communities man at Co-op. If **anyone** has any contacts in a business who might be willing to donate a big prize then please let us know!
  
- **St Johns Merchandise**  
Some parents are interested in buying St Johns mugs / tea towels / bags. **Anna T** to investigate shopping bags with a self-portrait of each child on. **Claire** to investigate Mugs (**Faye** could do a design).
  
- **TEN** – required to sell alcohol, **Betsie** to arrange.
  
- **Volunteers needed**  
Entrance/raffle tickets, kitchen, PTA stalls, setting up, clearing away. **Ric, Michelle** have volunteered to help on the day. **Maria** to draw up a rota for all the different jobs.

## 2. Film Night – Friday 20th November 6pm

We still need to decide on a Christmas film – suggestions welcome.

**3. A.O.B.**

**a) Charity – Railway Children**

Charlotte has asked that we consider supporting a charity that she works for – Railway Children. Their current appeal is 'if I grow-up' [www.iflgrowup.org.uk](http://www.iflgrowup.org.uk) . A possible suggestion was a non-uniform day where the kids dress up as what they want to be when they grow-up. We agreed to donate the proceeds from the celebration assembly coffee and cakes on Fri 27<sup>th</sup> Nov. Possible non uniform day in January? The school are only allowed a set number of non-uniform days a year so **Mel Walker** to check.

**b) Books for SEN room - £70 donation agreed**

**c) Dates Set: Toy Sale 8th Oct 2016, Christmas Fair 3rd Dec 2016.**

**4. Next meeting – before the Christmas fair t.b.c.**