

**P.F.A meeting minutes**

**Thursday 12<sup>th</sup> November 2015**

**ATTENDANCE:** Jess Bonney (JB)  
 Sarah Meredith (SM)  
 Dawn Bradshaw (DB)  
 Fiona Martin (FM)  
 Katherine Bangurah (KB)  
 Trisha Wallington (TW)  
 Angela Newman (AN)  
 Kelly Lilley (KL)  
 Nicola Treacy (NT)  
 Cheryl Scott (CS)  
 Kelly Cunnington (KC)  
 Alice Dawn (AD)  
 Emma Marshall (EM)

**APOLOGIES:** Suzie Julien (SJ) Catherine Burke (CB) Steph Jones (SJo) Lou Coulthard (LC)

**Distribution:** Those above, Pierre Tanner, Sally Bamford (SB) and Mrs Bowyer

Item	Details	Action
	<p><b>Actions from last meeting</b></p> <p><b>None</b></p>	
1	<p><b>Christmas Fayre</b></p> <p>Date finalised as Friday 11<sup>th</sup> December 2015, 18:00 – 20:00                      Classrooms FS, Yr1, Yr2, Yr3, the Hall and the Playground to be used. JB to check with Mrs Bowyer this is acceptable.                      Miss Knight and Miss Seaton have kindly volunteered to help on the night.                      No children to help on any stalls apart from Jam Jars.</p> <p>a) Stalls</p> <p>i) Puzzles, Books and Games.                      Angela to include request for donations in letter to parents                      Nicola to co-ordinate and price up this stall. Will need one volunteer to help out.</p> <p>ii) Food/Snack Tombola.                      Cheryl to co-ordinate this stall: buy prizes and ticket them up.                      Alice to help.</p> <p>iii) Christmas Stall.                      This stall to include: Reindeer Food, (need someone to make)                      Father Christmas Keys (Sarah to make)                      Jess to source more finger lazer lights for this stall,                      Cheryl to make Fudge (save a pack for Sarah!)                      Catherine Burke suggested she could make Rudolf Red nose lollys (in previous discussion)                      Fiona to co-ordinate, Gemma and a teacher to help</p> <p>iv) Jam Jar Stall                      Angela to include request for donations in letter to parents</p> <p>v) Playing cards: it was decided not to do this at this event.</p> <p>vi) Father Christmas Keys (see item iii- this is included in the Christmas Stall).</p> <p>b) Refreshments</p> <p>Alice has a personal alcohol licence which may remove the need for a TEN licence. Angela to investigate. (If the personal licence can be used, Angela &amp; Alice to swap stalls)  <i>Post meeting note: a TEN is still required. Angela to apply and be on refreshments as planned.</i></p> <p>Kelly to co-ordinate this stall. Steph, Mrs Jones and Angela to help.</p>	<p><b>JB</b></p> <p><b>AN NT</b></p> <p><b>CS AD</b></p> <p><b>SM JB CS CB</b></p> <p><b>FM</b></p> <p><b>AN</b></p> <p><b>AN</b></p> <p><b>KL/SJo/AN</b></p>

	<p>Refreshments to buy:  10 bottles of mulled wine  5 x 4pt milk  Hot Chocolate  Orange/blackcurrant squash.  Tea/coffee  2 Crates of Lager (cans)  Mince Pies from the bakery – Kelly to price up  Christmas Biscuits – Kelly to investigate (use gingerbread men as Rudolf?)</p> <p>Trish mentioned she bought large cardboard cups with lids for sports day teas – Kelly to source and buy 2 different sizes (12oz for Hot choc/tea/coffee, 6oz for mulled wine).</p>	<p><b>KL</b>  <b>KL</b></p> <p><b>KL</b></p>
c)	<p>Santa's Grotto</p> <p>Mr Bowyer is confirmed as Santa.  Lou will be the Elf  Trish to help (non Elf)  No photos this year  Trish to compose a letter to parents, co-ordinate bookings and presents.  It was suggested the wrapping of presents can be done during Friday coffee morning  The cost will be £2 per child.  Angela to source wrapping paper (Nicola suggested she may have some left over).</p>	<p><b>LC</b>  <b>TW</b></p> <p><b>TW</b></p> <p><b>AN/NT</b></p>
d)	<p>Raffle</p> <p>Raffle tickets have already been printed and delivered and are ready to go in book bags as soon as the letter is finished.</p> <p>Sally to co-ordinate and make up the hampers.  It was decided there will be 6 hampers in total and each year group will be asked to donate items which will be mixed up between the hampers.  It was decided there will be a Christmas Theme of Reindeer names: Rudolf, Dasher, Dancer, Cupid, Donner and Blitzen.  Angela to include the request for donations in the letter to parents with a list of suggested donations put together by Trish.  Sally to confirm when donations are needed by</p> <p>Letters to go in book bags week beginning 16<sup>th</sup> November.</p>	<p><b>SB</b></p> <p><b>AN</b>  <b>TW</b>  <b>SB</b></p> <p><b>AN</b></p>
e)	<p>Games</p> <p>Katherine to co-ordinate the games, Suzie, Kelly C, Emma and Dawn to help.  Games to include:  Guess the number of sweets in the jar (donated by Michelle Tilley)  Find Rudolf treasure map (in Angela's garage)  A coin for Rudolf (in Angela's Garage)  Lollipop game (in Dawn's garage)  Pin the nose on Rudolf (in the loft at school)  Knock Santa down the Chimney (in Angela's garage)  Snowman bean bag throw. (to be made)  Where's Santa? (in Angela's garage)</p> <p>Angela to give all games to Katherine asap.</p> <p>It was suggested a plan of the location of each stall be drawn up and printed out to be given to parents on the night.</p> <p>Yr 1 classroom:  Puzzles/Books/Games stall  Guess the No of sweets in the jar  Find Rudolf Treasure map</p> <p>Yr 2 classroom:  Food/Snack Tombola  A coin for Rudolf  Lollipop game</p> <p>Yr 3 classroom:  Jam Jar Tombola  Pin the nose on Rudolf  Knock Santa down the Chimney  Snowman Bean Bag Throw  Where's Santa?</p> <p>FS Classroom:  Santa's Grotto</p>	<p><b>KB</b></p> <p><b>AN</b></p> <p><b>AN</b></p>

	<p>Hall: Refreshments and Raffle Playground: Snow Machine (Cheryl to ask Mrs Bowyer if we can have this outside and price up hiring this from Rob Giddings) Choir (Kelly to ask Mrs Smith if the Choir can sing outside and let Mrs Smith know we have decided against a BBQ based on the responses to the questionnaire).</p>	<p><b>CS</b> <b>KL</b></p>
2	<p><b>Santa Letters</b></p> <p>It was decided not to do Santa Letters this year. Jess to put a note in Parentmail and suggest parents can use the Royal Mail free Santa Letters instead.</p>	<p><b>JB</b></p>
3	<p><b>100 Club</b></p> <p>It was decided not to continue with the 100 Club in 2016. This decision is based on the dwindling numbers of people who took part during 2015.</p>	
4	<p><b>Any other business</b></p> <p><b>None</b></p>	