

Manor Church of England Infant School PTFA Meeting

Minutes of Committee Meeting held on the 30th of April 2018 at Manor Church Of England Infant School

Present Committee Officers:

Vice Chair
Secretary

Lorna Hall
Karen Anderson

Present Committee Members: Katie Charge, Ava Kitson, Nicola Woods, Nichola Parrish, Laura Baxter

Present Staff Members: Mrs Hale

Apologies: Ann Hacker, Sarah Rumsey, Nicola Fleming, Rachel Reeve, Mrs Welling

Summer Fayre Planning

The Fayre will be on Saturday the 12th of May, from 12-3pm and most stalls will be outside. If the weather forecast is poor, a decision will be made to postpone the event, before the day. The school has 4 gazebos to offer shade, but if anyone has one they can lend, it would be appreciated **All**. We are hoping to have the following stalls:

2 Bouncy Castles – Nicola has arranged the hire of a bouncy castle and an assault course. 4 volunteers will be needed with 2 helpers on each. We will need a timer and a holding pen.

Second Hand Book stall – We have loads of books, but have asked parents for more donations. The ones in the container need to be aired. **All**

Lucky Dip – Ready to go.

Teddy Tombola – We have a number of teddies, and have requested more on the newsletter. We have tags and raffle tickets. Ticketing will be on Wednesday the 2nd of May. **All**

Filled cups – All donations of sweets and toys to Karen. We are hoping to have 120 cups. **All/KA**

Craft Flags – Debbie has made 80 union jack and 20 blank flags for children to colour. Pens to be found in cupboard and checked. There is also a spot the difference sheet. Brownies are manning this stall.

Tombola of Oddments – made up of donations and 50 items in the container, which will need ticketing. Non-Uniform day on Friday should provide us with more donations. **All**

Toy Tombola –over 120 toys have been ticketed and boxed, ready to go.

Sweet Stall – Pick and mix and popcorn bags had been suggested, but has been shelved and we will offer 40 sweet cones on the refreshment stall, which will make serving easier. **KA** to assemble.

Welly throwing – The school have plenty of children's wellies, but we need to borrow a few adult sizes **All**. The markers are in the container. A score sheet needs to be made. **NF**

Penalty shoot out – run by R&R – We will charge 50p a go, or 3 goes for £1.

Nail Painting - Donations of varnish needed. This stall will be positioned next to Face Painting.

Face Painting – We have 2 volunteers to run this stall **LB**. Our face paints have gone missing and more will need to be purchased. **RR**

Hook a duck – Ready to go. We need a volunteer to run this stall from 12-1.

Raffle –£5 worth of tickets will be sent to parents by the end of the week **KA**. Raffle will be drawn on Thursday 24th of May.

Fire Engine – **SR** has arranged

First Aid station – Mrs King has volunteered to man our First Aid post.

Refreshments

Fruit Punch and Beer – Gemma has applied for a licence and will be running the stall on the day. We will be serving store brand fruit punch and beer. Could everyone please check prices when shopping **ALL**. We will need ice, fruit and cucumber. Frozen fruit was also suggested to chill the fruit punch. This stall will be located in Blue Class. Katie has 2 large drinks dispensers. **KC**

Hotdogs – We have decided to increase our original quantities from 200 to 300. 12 more jars of hotdogs need to be purchased. **RR** Rachel has purchased white napkins to serve. **KA** to amend roll order with Tesco. **KA** to pick up a pack of vegetarian hotdogs when getting bread rolls. Karen and Lorna both have new slow cookers to warm the hotdogs in. **KA/LH**

Hot drinks – We have plenty of lidded cups, tea and sugar. Need coffee from Costco. **KA/RR**. Karen will pick up milk when collecting hotdog rolls from Tesco on fayre morning. To be served with cakes from the library

Squash – will be served from the library and Blue Class.

Ice-creams - The possibility of having an ice-cream vendor was discussed at the meeting, but on reflection, Rachel will purchase a selection from Lidl **RR**. This will provide the school with more profit. Ice-creams will be served from the library with the cakes.

Crisps, squash and cans of drink need to be bought from Costco. **KA/RR** We have plenty of bottled water and fruit juice left over from Christmas. Water will be needed for the stall helpers.

Cake Sale - donated cakes will be offered. Cake plates have gone out to parents asking for donations of cakes to be brought along to the fayre. A text will be sent on Thursday the 10th, letting parents know that they can also drop cakes into school on the Friday if they prefer **MH**. Sandwich bags are in the office cupboard. Cakes will be served from the library, along with hot and cold soft drinks and sweet cones.

Arena Events

Odd Sock Toss – need advertising before, possibly in family groups. **NF**

Shine Studios – KA waiting to hear back from Emma Williams if they are available.

Maypole dance –Mrs Munns is organising.

Stocks and wet sponge throwing – Nicola Woods to sort stocks. Loads of sponges in container. **NW**

Sensei Dave – Booked

Royal Crown Parade – The children can parade their own designed crowns in the arena. There will be a small prize for all participants. **NF**

Outside Stall Holders

We will have a number of tables available to offer outside vendors at £10 a stall and a raffle donation. IF anyone knows anyone that may be interested in a stall, please speak to Nicola about a form. **NF/All**

Requests from parents

Donations of teddies, sweets, books, nail varnish, small party bag toys, red, white and blue decorations and balloons were requested on the newsletter last week.