

## Manor Church of England Infant School PTFA Meeting

### Minutes of Committee Meeting held on 6<sup>th</sup> November 2017 at Manor Church Of England Infant School

**Present Committee Members:** Nicola Fleming, Lorna Hall, Karen Anderson, Katie Charge, Nichola Parrish, Ava Kitson, Laura Baxter, Nicola Drodge

**Present Staff Members:** Mrs Welling

**1. Apologies:** Mrs Hale, Ann Hacker, Sarah Rumsey, Rachel Reeve, Deborah Rawles, Samantha Gough

**2. Christmas Fayre**

The Christmas Fayre will be held on Thursday the 14<sup>th</sup> of December, from 3.30pm-5.30pm, with help required earlier to set up and afterwards to clear away.

A Christmas pack will be sent out in book bags at the end of this week, which will include raffle tickets and a Father Christmas booking form with timeslots. Included in the pack will also be details and a return slip for our Christmas shop wrap room. A request for donations of small toys, teddies and books for the fayre will also be made. **NF**

A Mufti day will take place in school on Friday the 8<sup>th</sup> of December, whereby Children will be able to dress up in clothes of their choice in exchange for a raffle or tombola donation.

Cake plates will be sent out the week before the fayre asking for cake donations on the day of the fayre. Cake plates are in the PTFA cupboard. **KA/new volunteer required**

A poster advertising the fayre will be placed on the school noticeboards. **NF** A notification needs to be sent to local residents advising them of the event. **NF** Posters with prices to be made for all stalls **KA/NF**

Below are the stalls we plan to run, if we have enough volunteer cover. Depending on the donations received at our mufti day on the 8<sup>th</sup> of December, we may add a tombola or two.

Stall and Location	Details	Prices	To do	Stall Holder
Refreshments - Library	Hot Dogs Hot Drinks Squash Cakes  Cake and Mulled Wine	£1  Donation	Ketchup/mustard/hotdogs to buy, 102 rolls to be ordered from Tesco and picked up on the day with milk and vegetarian hotdogs. <b>KA</b> Hot dogs will be warmed in slow cooker, which need to be pact tested before the event. <b>NF</b>  Coffee/Tea/Sugar/cup levels to be checked. <b>RR</b>  We are considering offering a mince pie with a free mulled wine. <b>All</b>	<b>RR</b>
Teddy Tombola - Hall	Second hand teddies	50p a go, win every time	A request for teddy donations will be in the Christmas Pack. <b>NF</b> Teddy donations can be given to Lorna or left in the office. Lorna may wrap some of them to add mystery. <b>LH/All</b>	<b>TBC</b>
Face Painting - Yellow class	Small Christmas themed	50p	Nikki's daughter, Jasmin and a friend will run this stall. Paints to be checked. <b>NF</b>	<b>ND</b>

<b>Stall and Location</b>	<b>Details</b>	<b>Prices</b>	<b>To do</b>	<b>Stall Holder</b>
Tattoos – Yellow Class	A selection of tattoos	50p	Nicola to test stock <b>NF</b>	<b>TBC</b>
Decorate a Christmas stocking – Yellow Class	Deborah has made 90 little stockings for the children to decorate	£1	Deborah is making stencils. Felt tip pens need to be bought?	<b>TBC</b>
Book Stall – Hall	Second hand, good quality books	50p each, 3 for £1	A request for book donations will be included in the Christmas Pack. All donations can be handed in to the office. <b>All</b>	<b>AH</b>
Guess the number of sweets in a jar- Hall	100 squares	50p a guess, 3 for £1	A large jar and the sweets are needed. <b>All</b>	<b>NP</b>
Lucky dip - Hall	There are 2 tubs, one for under 6 and one for 6 and over	50p a dip	Complete	<b>AK</b>
Raffle - Hall	Prizes to be shown on raffle table	20p a ticket	£5's worth of tickets to be sent home with Christmas Pack. Extra tickets will be available in the office. <b>NF/KA</b>	<b>TBC</b>
Cup Tombola - Hall	filled cups with small toys and sweets.	£1. Win every time	We would like to fill 120 clear plastic cups with toys and sweets. Please pass any sweets/small toy donations to Karen. <b>All</b>	<b>KA</b>
Santa's Grotto – Red class, wet room and The Resources Room	Timeslots to be presold (details in the Christmas Pack). Adam Hall is the man. Lorna, his trusty assist. Nicola and Mrs Welling will make reindeer food with the children in the holding room, prior to seeing Father Christmas.	£2 per child	NF/LH to decorate the grotto (the resources room) and holding room (red class) before the fayre. If anyone has some battery operated Christmas lights we can borrow, then please let Nicola Fleming know. <b>All</b> Any Electrical lights will need to be Pact Tested. <b>NF</b>  The theme will be winter wonderland in the grotto, and bright in the holding room. If anyone has any suitable decorations to lend, please speak to Nicola. <b>NF/All</b>  Glitter, bags and oats to be bought for reindeer food. <b>NF</b> A wrapping event will be arranged to wrap already purchased gifts. <b>KA</b>	<b>NF/LH AH/CW</b>
Guess the Dog Name - Hall	Dog Purchased 1-150 names	50p a guess, or 3 guesses for £1	Squares with names to be produced. <b>NF</b>	<b>TBC</b>
TBC game – Hall	School Council to run	20p a go, 3 for 50p	Mrs Welling to ask the School Council. <b>CW</b>	<b>Staff/ Council</b>
Squares Game - Entrance	A 1-150 square board	50p a go, 3 for £1	A voucher prize will be purchased if a suitable donation does not come in. <b>RR</b>	<b>TBC</b>
First Aid – School Office		Free	Signage to be put up and a volunteer assigned <b>MH</b>	

