

Manor Church of England Infant School PTFA Meeting

Minutes of Committee Meeting held on 18th November 2016 at Manor Church Of England Infant School

Present Committee Officers:

<i>Chair</i>	Nicola Fleming
<i>Vice Chair</i>	Lorna Hall
<i>Treasurer</i>	Rachel Reeve
<i>Secretary</i>	Karen Anderson

Present Committee Members: Deborah Rawles, Katie Charge

Present Staff Members: Mrs Hale, Mrs Welling

1. Apologies: Ann Hacker, Sarah Rumsey, Kat Roberts

2. Christmas Fayre

The Christmas Fayre will be held on Friday the 2nd of December, from 3.30pm-5.30pm, with help required earlier to set up and afterwards to clear away.

Preparation

Raffle Tickets are being sent home on Monday, along with a poster containing details of the prizes and a request for donations to the raffle in exchange for children being able to wear their choice of clothes on Monday the 28th of November. **RR/NF**

Cake plates to be sent out asking for donations to be brought in on the day of the fayre. **RR**

Poster advertising the fayre to be placed on the school noticeboards? **NF**

A notification needs to be sent to local residents advising them of the event. **NF**

A 'design a Christmas card' completion will be running with a leaflet going out to parents on Friday the 25th of November. There will be 5 prizes, Preschool, Reception, Year 1, Year 2 and Junior. **NF/LH/KA** to source prizes. Mrs Hale to show the prizes in assembly to create interest from the children **MH**

Posters with prices to be made for all stalls **KA/NF**

Stall and Location	Details	Prices	To do
Refreshments - Library	Hot Dogs Hot Drinks Squash Cakes	£1 Donation	Ketchup/mustard/serviettes to buy, 102 rolls ordered from Tesco and picked up on the day with milk and vegetarian hotdogs KA Hot drinks cups to be purchased at Costco KA Hot dogs will be cooked on the hob and moved to a warmed slow cooker.
Face Painting - Yellow class	Small Christmas themed	50p	2-3 volunteers required.
Guess the cake weight – yellow class	Sponge cake, with child theme. Sandra's donation as prize	50p	Bake and decorate cake NF Pick up flowers from Sandra's LH
Stall and	Details	Prices	To do

Location			
Decorate a cake or biscuit – Red Class, wet area	Children to decorate cake/biscuit. Chocolate finger wands	30p each or 2 for 50p	Rich tea biscuits, chocolate fingers, sweets, icing and colours to be purchased KA There are plates in the container we can use.
Decorate a Christmas decoration – Red Class, wet area	Bauble or card Christmas shape to be painted or embellished with glitter	30p each or 2 for 50p	To be hung to dry using paper clips. We have plenty of baubles and some left over decorations.
Filled jars – Red Class	Decorated glass jars filled with Cookie/cake mix	£5	KC/NF to source materials and make jars.
Book Tombola – Hall	Second hand, good quality books	10p. Win every time	The books need to be removed from their location and ticketed LH
Guess the number of sweets in a jar - Hall	100 squares	50p a guess	Nicola to pass the jar to Rachel to fill with sweets. NF/RR
Lucky dip - Hall	There are 2 tubs, one for under 6 and one for 6 and over	30p a dip	Complete
Raffle - Hall	Prizes to be shown on raffle table	20p a ticket	£5's worth of tickets to be sent home with each child on Monday, along with a leaflet containing current prize details.
Cup Tombola/ sweet cones – Hall	100 jars filled with small toys and sweets, win every time	£1. Win every time	50 jars filled so far, but we are hoping for 100. Please can we pass any empty jars and sweets/small toy donations to Rachel. All
Lolly game - Hall	Deborah to run	50p	Deborah is preparing this game. DR
Guess the Teddy Name - Hall	Penguin Purchased 1-150 names	50p a guess, or 3 guesses for £1	Remove bag and light up on day. Squares with names to be produced. NF to look at how to set up, so it is easy to determine the winner. NF
Hook a duck – Hall	Mrs Munns to run	20p a go, 3 for 50p	Ribbon for ducks. KA
Reindeer Food – Red Class, on jars table	Pre-made packs	50p	Need to determine quantity we have MH
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. RR
First Aid – School Office	Mrs Pullin	Free	Signage to be fixed in place MH/LP