

## **St Anne's Fulshaw PTA Meeting**

Friday 11<sup>th</sup> November 2016

Present: Vicky Foster, Clare Lockett, Lisa Vose, Caroline Kelf, Clare Daniel, Lynn Hall, Claire Carter, Natalie Lloyd, Rachael Thomas, Toni Tetlow, Carol Garner, Alison Marris, Nicola Aslam

Apologies: Sophie Taylor

This meeting was arranged to discuss logistics for the Christmas Fair. Caroline Kelf is coordinating the fair and preparing the rota.

### Tombola

Reminder slips for prizes are being prepared by Rachael Thomas. Slips will be in bags on Tuesdays before Friday collections. Teddies and chocolate reminder to go in w/c 14<sup>th</sup> Nov. Bottles (including toiletries, etc. – not just drinks) - w/c 21<sup>st</sup> Nov.

Storage of items: Chocolates – Lisa Vose; teddies – Clare Lockett; bottles – Clare Daniel.

Tombola equipment is in the shed. Stall managers will purchase tickets for the tombola – tickets ending in 0 or 5 are winning tickets.

Individual class reps for each stall will manage Friday collections and have a visible collection point.

If we are short of donations, we could run an additional non-uniform day, where tombola donations are given instead of £1 (as we did last year).

### Cake stall

This will be located outside Class 4 and will be overseen by Helen Scott-Martin, though pupils will be manning the stall.

### Games Room

Class 5 – Mrs Thomas coordinates this, together with her class.

### Kitchen

This is all in hand and is being run by Sophie Taylor, who has spoken to Andy Morrison about the food.

### Bar

Leila Jerman is running this. Nicola Aslam will purchase drinks (drink left over from the BBQ is at Clare Lockett's house).

### Santa's Grotto

This will be prepared by Miss Jackson and run by Mrs Dale and Mrs Bradley. Nicola Aslam will purchase the presents for this. Fifty books have been ordered from The Works, and 50 selection boxes (for older children) will be bought. **N.B. Father Christmas** – we still need someone to volunteer for this as our previous volunteer is not available. Any suggestions please let the PTA know.

### Money Tree

Claire Carter will buy the envelopes and prepare the note to put in book bags regarding this. These will be decorated in school and sent home to be filled.

### Gift Stall

This will be run by Alison Marris and will be located in the entrance hall. There will be two parts to this stall: school bags and tea towels / kids' treats – reindeer poo, snowman poo and porridge with glitter.

#### Co-op Community Champions

Tony Jones and Dan Hassell are Community Champions for the new Co-Op store that is opening on Water Lane. They are allocated a number of work days to volunteer in the local community and have kindly offered some of this time to help out with setting up the fair. The Co-op supports a number of local charities and it is thought we might be able to apply for support in the future.

#### Signs

Lisa Vose will do these. Last year Claire Carter laminated some signs, so we can reuse these where appropriate, and Matt Lockett designed the poster for the fair which has been updated for this year.

#### Craft Activity

Decorate a Christmas tree decoration. Natalie Lloyd has bought materials for this and Liz Parris will run the stall. Charge – 50p.

#### Glow Sticks and Crackers

These will be sold by Clare Daniel in the entrance hall. The glow sticks will be sold for 50p each / 3 for £1. Natalie Lloyd is coordinating the crackers.

#### Raffle

Wendy Clarke will run the raffle and it will be located near the fire door between Class 1 and 2. We have a lot of prizes for this. Class 5 will prepare posters for this the week of the Christmas Fair – a list of prizes will be circulated prior to that, the top prize being a Nespresso machine.

#### Bar Licence

Claire Carter has arranged the licence for this.

#### Set up

After-school club will take place in the Egg Box whilst we set up in the hall. Nicola Aslam will organise the float and the plan for set up (same as last year).

#### Wrapping Evening

Thursday 24<sup>th</sup> Nov at Caroline Kelf's house. Please bring sellotape and scissors if you are attending.

**Date of next meeting: TBC**