



Date 23/09/2019

Attendees Sabrina Varrichione (Headteacher)
Emma Morgans (Chair)
Katie Moore (Vice- chair)
Jenny Mason (Secretary)
Selina Childs (Treasurer)
Anna Saunders (Year 1 Rep)
Caroline Bansal
Sally Richardson (Year 3 Rep)
Paul Williams (Year 4 Rep)
Emma Bateman

Apologies Jen Seabridge (Year 2 Rep)
Jade Brindley
Ashleigh James (Nursery Rep)

Agenda

- Christmas Fayre on Friday 22nd November 2019
- Christmas Event on Friday 29th November 2019.
- Who is available for each event?

Christmas Fayre - Friday 22nd November 2019 (7pm till 10pm).

- 26 external stalls booked selling a range of Christmas gift ideas. Booking forms have been sent out and payment details.
- Ordered tickets for event. Discussed how we are going to sell them. Stall outside school on the run up. Possibly asking local shops to help distribute them. Possible ParentPay.
- TENS Licence is being renewed by Selina.
- Have St Nicholas Church Choir and Trinity Methodist Choir performing carols and Christmas songs on the night. Starting from 6.45pm onwards as people arrive.
- Jenny Mason is going to try and arrange donations of Mince pies with coop.
- Also discussed if match funding was possible.
- Arranged a dress differently day for Friday 8th November with a bottle donation for the bottle tombola at the Christmas Fayre.

Decorations

- School Christmas tree will be ordered in time for the Christmas Fayre as agreed by Sabrina.
- Talked about the children making snowflakes in school to make paper chains to decorate the hall.
- Agreed on a red and gold theme, members of PFA will look at home to see if anything can be donated.
- Want to source some lights for the pathway to the entrance.

Refreshments

- Bar will be next to kitchen. Will serve Prosecco or orange juice and a mince pie on arrival.
- Serve gin cans, Prosecco and beer/lager at the bar.
- Hot Chocolate Bar. Slow cookers need to be PAT tested.
- Samosas - £1 each.

Christmas Event on Friday 29th November 2019

- Taking place straight after school from 3.30pm until 5.30pm.
- Nursery, reception, Year 1 will have tea with Santa first, followed by story and disco.
- Year 2, 3 and 4 will have disco first followed by tea with Santa and story.
- Gift will be a photo bauble, chocolate lollipop (Aldi) and a book. Books and baubles have been ordered already.
- Arranged with Sabrina to come in to school and take photos of the children with school iPad for the baubles. Will then print and organise in school after half term.

Who is available to help at events?

- Katie
- Jenny
- Caroline
- Selina
- Sally
- Emma

AOB

- Bank Mandate should be correct very soon with the two new signatories, Emma Morgans and Selina Childs.

Next Meeting Tuesday 12th November 9.30am in staffroom.