



Date 12/11/2019

Attendees Emma Morgans (Chair)
Katie Moore (Vice-Chair)
Jenny Mason (Secretary)
Jennifer Seabridge (Year 2 Rep)
Anna Saunders (Year 1 Rep)
Caroline Bansal
Jennifer Ferretti (Acting Head)

Apologies Selina Childs (Treasurer)
Sally Richardson (Year 3 Rep)
Emma Bateman
Jade Brindley
Ashleigh James (Nursery Rep)
Paul Williams (Year 4 Rep)

Meeting was led by Emma Morgans (Chair).

Agenda

- 1) Wishlists.
- 2) Festive Gift Fayre (22nd November)
- 3) Christmas Party (29th November)
- 4) Christmas Performances

Wishlists.

- All members of the PFA agreed that all teachers Wishlists can be fulfilled including Birches Club. Selina to write cheques for teachers as soon as possible.

Festive Gift Fayre

- 26 stalls in total. Just waiting on a couple to pay their pitch fees.

- All agreed we need to sort a layout so we can direct stall holders to their pitches when they arrive.
- Refreshments on the night are prosecco/non-alcoholic alternative and mince pie on arrival. Hot chocolate (cream, marshmallows, Baileys available) tea and coffee, soft drinks and samosas.
- Emma M and Jenny M to purchase mince pies, hot chocolate and Baileys from Bookers.
- Samosas need to be purchased from Kashmir Sweet Centre.
- All agreed we need two people on ticket desks in front office with a drinks table nearby. One queue for pre- booked tickets and the other to buy tickets on the night.
- Selling Raffle tickets at entrance and at the bar. Lots of bottles and chocolate donations we can use to create hampers. Also have singing Santa donated by Julie Smith. 50p per ticket. Call out the raffle at 8pm.
- Keeping decorations simple. Christmas tree in hall, fairy lights, Christmas bunting, boxes wrapped as Christmas presents and balloon bouquets.
- Helpers on the evening. Jenny M, Jen S, Selina, Sally, Emma M, Emma B, Anna (from 7pm), Caroline (from 4pm).
- Going to send out leaflets in book bags on Friday 15th November.
- A board outside school to drum up interest.
- Man with the reindeer stall is dropping off two log reindeers to help us promote the fayre. Try and create a bit of a Christmas scene with the A board.
- Stall holders can use playground for parking as agreed by Mrs Ferretti.

Kid's Christmas party

- Letters have been sent out in book bags and party put on ParentPay. Slips need to be returned to school with sandwich choices and dietary requirements/allergies as soon as possible.
- Children who don't attend the party still have the opportunity to buy the bauble at a cost of £2.50.
- Deadline to purchase tickets has been set at 25th November.
- Agreed to read story to all years, story we have chosen is Santa comes to Wolverhampton.
- Ask the children to decorate their sandwich bags and they can use this to take away their gifts.
- DJ arriving at 3pm. Older years will have their disco first while younger ones eat and have their story. They will then swap over at 4.30pm.
- Ordered I saw Santa tickets from Amazon prices at £1.99.

Christmas Performances

- We have agreed to provide refreshments at the Christmas performances.
- All performances are covered, except for KS1 performance on Tuesday 10th December. People are willing to help as long as they can have a reserved seat for

the performance. People were concerned they would end up at the back if they were helping with refreshments.

AOB

- Discussed purchasing sashes/high viz jackets to make us noticeable at events.
- Discussed purchasing a new shed for storage. Everyone was in agreement that this is needed to ensure that everything is stored well and doesn't get damaged.