

La Moye School PTA Sub-Committee Meeting - Christmas Fair Planning

Wednesday 21 November
7pm at The Koru Arms



Attendees

Charlotte Sewrey	Emma Gower	Trine Blampied
Sophie Heslop	Janine Fraser	Katherine Searle
John Baudains	Lisa Fox	Lauren Satchell
David McAllister	Aja Houiellebecq	
Katie Jackson	Lindsey Green	
Lisa Cargo	Nicole Battams	

Agenda

Christmas Stalls

Class Reps to do all their own pricing and signage for the Christmas stalls. Please make them bright and colourful!

Katherine has agreed to put the posters up in and around the school to promote the Fair.

Emma to send the Nursery Class Rep email to Charlotte to liaise regarding the toy stall.

Year 5 still need helpers for their stall. Can **everyone** do another big push to get volunteers on the day. **Sophie** to find an additional helper for the Year 1 Stall and will also cover the lego stall.

Year 6 Class Representatives to see if any of the students can assist with the lego stall.

It was decided that the choir will be positioned in the library, the photo booth will be on the stage and the book stall will be in front of the stage. **Charlotte** has made the amendments to the layout.

Emma will put together a slide show to show where everything is and what is on and **John** will arrange the music. **David** will get the Student Council to do an Eco Stall. **Katherine** will check with Miss Minty if Art Club can make signs.

Nicole will sort out 18 floats for the stalls. Cakes for the cake stall need to be brought to school Friday, **Class Representatives** to advise parents.

Raffle

Charlotte advised of the prizes donated so far. We have a spreadsheet with all prizes, please also check the additional page on the spreadsheet for businesses not to approach. Please advise businesses who donate that the PTA are a registered charity. It was decided to keep the parking space prize for bingo night.

Karen is sending an email tomorrow for donations for the PTA V Teachers Hamper Box.

Lisa Oldham will wrap the hampers.

Charlotte is making the cake this year.

Karen has chased print company, tickets will be in school Friday. **John** will ask the School Secretaries to print the labels to go on the front of the envelopes which will state "Parents of..." and also date for the tickets to be returned which is Wednesday 28 November. There will be 10 tickets per child. **Fruity Friday Choppers** to help put the tickets in the envelopes on Friday 23 November and also to sort the tickets that are returned on Friday 30 November. **Charlotte** will buy 400 envelopes.

Tickets can also be purchased at the Fair, it was decided not to sell tickets after school.

Cafe

David will cover the stall and get additional help (at least 4 people needed). It was agreed to sell waffles and hot dogs, **Lauren** to speak to Siv re food ordering. **Lisa** will get Koru Arms to do the soup (veggie). **Emma** and **Charlotte** will check what we have in the cupboard. **Lauren** will also check with Costa and Coopers for paper cups, and will let them know we will advertise their donation. Prices still to be decided.

Santa's Grotto & Decorations

Janine has bought approximately 200 presents and will purchase additional for any siblings who attend. Santa has been arranged. We have 3 Elves **Lauren Satchell**, **Vicki Payne** and **Linzi Packer**. Santa's Grotto to charge £3. **Janine** will give the little men she purchased to poke a tree (this is instead of sweet stall). Lights will be provided by **Aja** for grotto. **John** will borrow Fireplace from Mont Nicolle. John advised hall will have icicle lights like last year and the library will be decorated by the kids. All hall displays are being changed with a winter theme, but may not all be changed in time. There will be a Christmas tree in the foyer.

Additional trees to be decorated in hall on the Friday night set up. Trine has lots of decorations for the trees which she will bring. The Grotto can be decorated first on Friday night as the area is not being used straight after school. Fit Kids will finish at 4pm on Friday so we can commence decorating the hall then. **Karen** to ask Ali regrading garland for fireplace.

Tables

We have around 8 tables at school and can borrow further (approximately 10) from St Bernadettes. **Lauren** to liaise with the church. **Mark Fraser** can transport the tables.

Further Note

Please can everyone try and approach for donations rather than using PTA funds whenever we hold an event, if possible.

Minutes taken by Sophie Heslop