

## **Minutes – PTA Meeting 4th November 2019**

**Present:** Emma Ruyant (Chair), Kelly Sammuller (Vice Chair), Allison Disant (Secretary), Wendy Wyss (Secretary), Gwen Webster (PTA), Mr Manning (Teacher), Aga Drenda, Tim Fitzgerald, Natalia Hearn, Neil Philipson, Christina Rose, Frances Sylvester, Nadya Varga, Patricia Wood, Paola Webb and Sara Ziro-Wallace

### **1. Introduction of New PTA Board & PTA Goals**

Our goals remain the same: fundraising and fostering a sense of community. We are also committed to being as environmentally friendly as possible.

### **2. Santa Gifts (£2-3 price point)**

We discussed that children receive gifts from Santa on the morning of the Christmas fair (6th December). It was suggested that, if economically viable, gifts be eco friendly.

Reps collect money from the parents in their class, which they use to purchase the gifts. Gifts must be wrapped and labelled with each child's name. Check your lists twice (we don't want to leave anyone out)! Santa gifts go into a black bag, labelled with the class year. Bags are to be brought to school by the 5th of December.

Learning from past experiences – the best gifts won't be 30 identical gifts, easily broken or contain lots of small pieces. Previous gifts that were successful:

- activity books in younger year groups,
- mugs in older year groups, either with children's names on them & bagged hot chocolate mix inside, or with the ability to decorate

### **3. Collection of Funds**

We discussed that reps typically ask parents to contribute money for the Santa gifts and gifts for the teachers. This year, each class should also purchase 2 boxes of mince pies for the 6th December. The suggested donation was £10, but can vary by class.

Teacher's Gifts: "universal vouchers" aren't ideal as they aren't really so universal.

### **4. Allocation of Stalls & Hampers for the Christmas Fair**

Except as noted below, stalls and hampers were allocated at random.

- YP: Snowflake Craft Stall and White & Gold Hamper
- YR: Parent Gifts & Wrapping Stall and Foodie Hamper
- Y1: Children's Books Stall, Reindeer Roulette Stall and Beauty Hamper
- Y2: Festive Snacks Stall, Knock Santa off the Chimney Stall and 2 Unisex Children's Hampers
- Y3: Stuffed Animals Stall, Face Painting Stall and Dads' Hamper
- Y4: Party Bags Stall, Hook a Bauble Stall and Chocolate Hamper
- Y5: Children's Raffle Stall, Chocolate Stall and Christmas Hamper
- Y6: Toy Stall, Rudolph Coin Drop Stall and Drinks Hamper

Preschool was pre-assigned the snowflake craft stall, as it will hopefully be a gentle introduction to the Christmas fair! Y1 was pre-assigned the beauty hamper, as it was donated by a Y1 parent.

## 5. Christmas Fair Day

It was noted that reps and their volunteers should arrive at the school hall at 12:45 on the day of the Christmas fair (6th December). There isn't much time to set up, so ideally everyone will be punctual. The pre-schoolers will come to the fair for the first time this year and will arrive at 1:40 with their teachers. The rest of the children will start coming at 2PM. The fair finishes at 3PM and reps and volunteers should clean up their stalls.

The preschool will be open for refreshments again. *Timing to be confirmed.* We discussed that Catherine Ingram runs the cake stall, and has requested mince pies rather than cakes this year. In addition, we hope to sell pre-bagged Christmas biscuits to parents. Anna and Kelly indicated their potential willingness to bake. It was mentioned that Katie O'Brien might also be happy to bake.

## 6. Allergies

We discussed allergies. Foods that contain nuts **may not** be brought into the school (whether for Christmas fair stalls, prizes, or refreshments in the preschool). Foods that state that they *may contain traces of nuts* are acceptable, but should not be sold to children with food allergies. It was noted that this came from Mrs Aquilina, not the PTA acting unilaterally.

At the Christmas fair, all children with allergies will be given a sticker to wear that lists their allergies. Reps and volunteers should be sure to check for a food allergy sticker before selling or giving something edible to a child. The PTA intends to provide safe alternatives for children with allergies. *More details to follow.* It was noted that treats purchased at the Christmas fair are not eaten immediately, but put directly into children's bags to be taken home.

## 7. Raffle Tickets

Raffle tickets will be sent home soon. *Date to be confirmed.* We discussed that we will need volunteers to sell tickets at all masses during the weekends of 23rd November and 30th November. Aga volunteered to organise sales in Otford. Paola and Gwen volunteered to organise sales in Westerham. A sign-up sheet was passed around for the masses at St Thomas'. It was suggested that we sell at the coffee hour after the 9:15 service.

## 8. Christmas Drinks

We discussed whether to hold PTA Christmas drinks vs. individual year group drinks. A vote was taken, but was split. Reps agreed to ask their year groups what they'd prefer. A decision must be made soon, as a space will need to be booked.

It was mentioned that the coffee shop Life on High does parties and may not charge for the space. Kelly agreed to find out & see if there's availability.

## 9. Easyfundraising

We discussed easyfundraising and how it's a simple way to raise money for the school. We would love to get more people registered in the run up to Christmas. Allison agreed to send a link and explanation to the reps, so they can forward it to their classes. We will also mention it in the school newsletter and on social media.

**Next PTA Meeting: Monday, 2nd December at 8PM**