

Minutes – PTA Meeting 2nd December 2019

Christmas Fair

Present: Emma Ruyant (Chair), Kelly Sammuller (Vice Chair), Victoria Durcan (Treasurer), Allison Disant (Secretary), Wendy Wyss (Secretary), Mrs Busvine (Teacher), Nadya Varga, Pauline Yates, Sara Ziro-Wallace, Aga Drenda, Emily Fitzgerald, Paola Webb, Trish Wood

1. Santa Gifts & Visit

We confirmed that all children from Years R-6 will receive gifts from Santa on the morning of the Christmas Fair (6th December). Pre-School will have a separate Santa visit on 13th December.

Reps must ensure there is a gift for every child in each year group which should be wrapped and labelled with each child's name so that Santa can personally give out the gifts.

Completed gifts should be placed into a large black sack and labelled with the class year. Black sacks are to be brought to school on Thursday 5th December at either drop off or pick up and not earlier than this date due to storage capacity

As the Young Shakespeare Company will be performing to Y4-6 in the Hall on Friday 6th December at 9am, the Santa Visits for these year groups will take place after 11am.

2. Raffle Tickets

We have currently received back around 50% of the Raffle Tickets sent out to children in their book bags.

Class Reps will follow up with their year groups to remind parents to return their tickets stubs, cash payment and any unsold tickets to the office by Wednesday 4th December.

We confirmed that there are additional Raffle Tickets available in the office should anyone like some more, and that the PTA will additionally place some in the Staff Room for teachers to purchase.

3. Christmas Fair Risk Assessment & Floor Plan

These documents were emailed to reps and volunteers on Sunday 1st December. The PTA will re-send this email to those who did not receive it.

We confirmed that everyone involved in the Christmas Fair must read the Risk Assessment and reply back to their Class Rep, confirming that they have 'read and understood' the document. Class Reps should then confirm to Emma Ruyant that they have received this confirmation back from each volunteer in their year group before they start helping on Friday.

4. Stalls

We went through each of the Year Groups and their allocated stalls to answer any questions. All year groups are on track for their stalls. The following ad hoc points were noted for individual stalls:

- Year R Parent Gifts Stall – We agreed that it was ok to price a minimal number of items

at £5 if the value of the donation warrants this. This is because some older children will have up to £10 to spend. The majority of items on this stall will be priced at £1 or £2.

- Year 1 Children's Book Stall – Books in the library need to be sorted before Friday by Reps. Books will be priced at 50p.
- Year 1 Reindeer Roulette Stall – Prizes are Chocolate Santas, Chocolate Sprouts and Chocolate Coins and the alternative for children with allergies is Jelly Beans.
- Year 3 Stuffed Animal Stall – Some teddies still need to be washed prior to Friday by Reps. Pricing: £1 for a large stuffed animal, 50p for small.
- Year 3 Face Paint Stall – We agreed that new face paints and stencils will be purchased by the Reps.
- Year 5 Chocolate Stall – Pricing will be between 50p and £2 depending on the size of the item. Reps are checking if they have enough items for this stall and we confirmed that they should let the PTA know asap if they need more chocolate or funds for this stall.
- Year 6 Rudolph Coin Drop Stall – Prizes are Chocolate Coins and the alternative for children with allergies is Jelly Beans

5. Stall Pricing & Floats

We confirmed that all items on stalls should be priced in multiples of 50p and not fall below the 50p minimum value in order to keep float values and accounting simple and efficient.

Towards the end of the fair, Reps can, at their discretion, do deals such as '2 for 1' as the aim is to sell everything on the stalls and avoid any leftover items.

There will be a separate float for every stall and it is important that any cash for a particular stall is kept in that individual float, and not mixed into another float box, even if managed by the same year group. This is to ensure we have an accurate count of each stall's takings and are able to assess the best performing stalls after the fair for future learnings.

Victoria Durcan will distribute the floats for each stall on the day and will be available during the fair timings with extra float if needed. All floats must be returned to her after the fair.

6. Children's Allowance

We confirmed the following recommended amounts of money to be brought to the fair by the children. These should be in multiples of 50p pieces and placed in a named purse or wallet. Children should additionally bring in a named carrier bag to take home their purchases.

Pre-School - £2
YR - £5
Y1-6 - £5 to £10

7. Christmas Fair Set Up, Breakdown & Timings

It was noted that Reps and their volunteers should arrive at the school hall at 12:45pm on 6th December wearing festive jumpers/t-shirts or hats. Reps should additionally bring table cloths and their pre-made signs for stall set up.

Any volunteers must ensure vehicles do not block any entries or exits when dropping items off at school.

Set up will begin with cleaning the dining hall and then setting up stalls until 1.30pm.

At 1.30pm Pre-school children will be taken around the fair by Teachers. They will then watch a film in the old Music Room.

At 1.45pm Year R will be taken around the fair by Y6 and Year 1 by Y5.

At 2pm, the rest of the school will attend the fair and Pre-school will be open to parents, babies and toddlers for refreshments, and PTA stall purchases (boxes of Christmas Cookies and Prints)

At 2.45pm the Choir will sing in Pre-School

At 3pm the Raffle Draw will take place, Children will return to classrooms from the fair and Parent Reps will clear up their stalls in the hall

At 3.15pm, children will be collected as normal from the playground and the school and pre-school will be cleaned up. The PTA will provide cleaning products and bin bags for this.

8. Hampers for Raffle

It was confirmed that the Teachers will provide an additional hamper for the Raffle as they have done in previous years. There have also been enough donations to create 2 x Foodie Hampers. Additionally, Edinburgh Woollen Mill have donated a shortbread mini hamper and Sophie Wootton-Borusso has donated a voucher for a painted silhouette. This takes the final count of winning tickets to be drawn to 11 as follows:

- Christmas Hamper
- Foodie Hamper 1
- Foodie Hamper 2
- Chocolate Hamper
- Dad's Hamper
- Drinks Hamper
- Beauty Hamper
- White & Gold Hamper
- Teacher's Christmas Hamper
- Shortbread Mini-Hamper
- Voucher for Painted Silhouette by Sophie Wootton-Borusso

9. AOB

We confirmed that the painting works to the school hall are planned to cost in the region of £4,000. These funds were raised by the previous PTA and have been ear-marked for these renovations.

The PTA will confirm with Mrs Aquilina as to what equipment / activities the funds raised by the current events will go towards. This may include new whiteboards for the school.

Next PTA Meeting: Monday 13th January 2020, 8PM