

SA Committee Meeting

Monday 13th November - 8pm, Beehive Pub

Present: Claire Williams, Jemma Attwooll Ware, Luke Hart (online), Nicola Beauvois, Jo Thomas, Sam Pearce (online) Hannah Smith, Helen Lofkin, Ellen, Ellie Manley, Steph Price.

Apologies: Abbie Forbes

Item	Notes	Actions
<i>Welcome and review of last meeting actions</i>	Review of any actions required from the previous meeting. No actions to review.	Sign Parentkind Constitution - signed this evening. Claire to send off, Sam to add to the website.
<i>Committee updates</i>	Luke: banking update - contact with Sum-up, signed up to Square to use as an app instead. Hannah asked if there's a way to know which stall the payment came from via Square - answer is it can be done but needs sorting prior to the fair.	To be discussed - how to manage cash to see where it was coming from at the fair.
<i>Christmas Fair</i>	Bouncy castle being sponsored (by Jen). Glitter station run by Ellen. Badge making, hire badge makers from Scrapstore. Brussell or Ball Chocco-lotto - need wrapped sweets for this. Name the Elf (giant elf donated). Need lots of donations of everything. External stalls - 9 stall holders, majority have paid their fee. Premier to do Archery - Helen to chase up.	Hire badge makers from scrapstore. Helen to chase up Premier regarding archery. Plastic fruit required for human fruit machine. Laminated instructions for each stall. Map of stalls to be made. Jo to add list of stalls/what is at the fair to the newsletter.

	<p>Class Reps to send out volunteer list for each class.</p> <p>Year 5 and 6 kids welcome to volunteer to help for most stalls.</p> <p>Engineering club are making human fruit machine - plastic fruit required.</p> <p>Governors are running second hand book sale.</p> <p>Raffle - Mrs Harris to call it. Time (14:30) to be announced beforehand.</p> <p>Helpers needed to set up Friday after school, Saturday morning and Saturday afternoon clear-up.</p> <p>BBQ team to be mobilised this week. Second BBQ to be borrowed.</p> <p>Laminated instruction sheet for each stall.</p> <p>Map of the fair to show what stalls are where. Jo suggested a list of stalls etc sent out beforehand so people know what is where - put in Newsletter.</p> <p>Raffle tickets - collect regularly.</p> <p>Dave in charge of the bar.</p> <p>Tea/coffee/hot chocolate. Cakes with refreshments/mince pies.</p> <p>Feedback from last time - recycling needs to be better.</p> <p>Boxes/bags to separate. No glass recycling, to take home.</p> <p>Cash at every stall - float needed for each. List to Luke.</p> <p>The donations/list of requirements can go on Newsletter.</p> <p>Helen or someone in class to help with raffle draw - tickets still being sold on the day.</p>	<p>Boxes/bags required for recycling.</p> <p>Float for each stall - list to Luke.</p> <p>Scrapstore membership for SA - Jemma to get this.</p> <p>Claire to message BBQ group, set lead BBQ-er.</p>
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	<p>Scrapstore membership for the SA please - £27 per year.</p> <p>Labels on shelves of red shed so people can help pack things away easier.</p> <p>Claire will message BBQ group to set up a lead bbq-er. Vegan sausage tongs - labels for these.</p> <p>Token and raffle stalls also selling things - elf head bands/knitted things.</p>	
<i>Quiz</i>	<p>Do we want to do it (Vince) or not? Consensus no, wait and see after Christmas.</p>	<p>Decide at next meeting yes or no to quiz.</p>
<i>Second hand uniform sales</i>	<p>When is the next sale? Ask Abbie if one in December, one is needed as lots of stock. Jo is happy to arrange one asap. Storage issues with this - to be discussed.</p>	<p>Jo to arrange a date for the next sale with Abbie.</p>
<i>Funding requests</i>	<p>Theatre groups: Mrs Harris wants to know which theatre groups etc are going on. We have a few quotes to send to Mrs H.</p> <p>Ellie to talk to some theatre companies - quotes to come. Travelling light (play in a week) - roughly 5k. Roustabout theatre company possible idea (Ellie).</p> <p>Playground shelter: applying for Tesco grant currently for this (blue tokens).</p>	<p>Ellie to talk to Roustabout and potentially get quotes.</p>

	<p>Sensory garden? Are we funding this.</p> <p>No other funding requests.</p> <p>Christmas crackers at Christmas school meal next year, funded by SA potentially.</p>	
<i>AOB</i>	Nothing raised.	
<i>Date of next meeting</i>	8th January 2024, Beehive	Claire/Jemma to book table.