Christmas Fair Preparation Meeting- 09/11/2021

Meeting Commenced at 19:40

Attendees

Emma Llewellyn  
Sian Stephen  
Jane Spencer  
Kim Leslie   
Mrs Jones  
Julie Keel  
Hannah Mallenby  
Jo Milner  
Sarah Jarvis

Apologies

Julie Solan  
Sam Varney

Due to increasing number of covid cases within the local area Mrs Morrow has debated the safety of the attendees and wishes the Fair to be held outside only except for access to toilets.

Alternatives and Ideas

1. Cancel All Together  
   - Have already made a lot of purchases  
   - Stall holders will need to be refunded  
   - Financial loss  
   - Children will continue to miss out
2. Carry on with the fair on the Saturday   
   - Will we have enough space for all of the planned stalls and traders  
   - Is there enough shelter  
   - There are no gazebos left which were purchased by the PTA  
   - Ask parents to borrow gazebos- not many people have weights to secure them down, what if they were to break we would be left with bill to replace   
   - Not suitable for Santa’s Grotto to be held outside, could this be held inside in a well ventilated room and ensure no parents enter, no different from school as no bubbles at school and classes mix.   
   - If ok to go ahead in doors school to confirm number of children allowed in each session.  
   - Traders who had paid for inside pitches would need to be notified, either full refund if no longer wanting to attend or partial refund to match traders who had already paid for outside pitch.
3. Change the day to Friday   
   - All traders would need to be notified  
   - New social Media Event  
   - New poster and would need further expense to advertise new event  
   - Less time to set up before the date and not as many committee members are able to attend.
4. Run the fair on the Saturday or Friday but have very few select PTA run stalls  
   - Run fewer stalls and make the event much smaller but ensure well done and safe for all  
   - Reduces profit possibilities  
   - Not as enjoyable for the children
5. Incorporate the trail with 1 extra “special” day, crafts and stalls at trail tree locations  
   - More time to organise   
   - no sense of “coming together”

Vote to continue with option B

Raffle can still happen regardless- can be live streamed if needed.

Craft Activities

* Poll finished on facebook which resulted in:  
  - Decorate at Plate- 10  
  - Decorate a bauble- 53  
  - Decorate a doughnut- 39  
  This equates to 15-20% of the pupils parents
* Can crafts be carried out outside, slight wind or rain could have a huge impact on success of crafts
* Big upfront expense
* Decision made not to run crafts
* Considered selling krispy kreme doughts on their own, Jane offered to make home baked good which would be heavily discounted for us to sell on on the day

Raffle

Hannah has collected lots of raffle prizes from local companies and has also found companies who would like to sponsor a tree on the trail.

Tombola

Continue to hold dress down for collection of rainbow tombola prizes;

* Colours to be allocated to classes
* Date to be confirmed for dress down day

Prizes and Gifts

* To check locker to see what stock can be utilised for what to try and reduce expenditure
* Try to keep this as plastic free/ environmentally friendly as possible

Secret Present Room/ Elfridges

* Combining elfridges and the fair will no longer be possible with the fair running outside
* To confirm dates with school which day PTA can run elfridges at school,
* Need to aim for around 1,500 gifts

Traders

* Sarah to contact confirmed traders and explain situation- either full refund via cheque if not wanting to no longer to attend or to have a partial refund of £10 which can be given to traders on the day in cash.
* Jane to be notified of cheques needed.

Games

* Games to still go ahead as planned providing there is enough room
* School visit to take to place to measure up how many, where and stalls and pitches can be allocated and a one way system maintained.

Class Presents

Vote completed, all in favour, for a £50 limit to be given to each class for the teacher to choose present for the class as in previous years

Meeting Concluded at: 21.45