

# SPFA Meeting

Tuesday 6 November 2018

18:30pm

The Digby, Chester Road  
Birmingham, B24 0HJ

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<b>Meeting called by:</b>	Kristina Moore	<b>Type of meeting:</b>	SPFA Monthly Meeting
<b>Facilitator:</b>	Kristina Moore	<b>Note taker:</b>	Kelly Thompson
<b>Timekeeper:</b>	Kelly Thompson		
<b>Attendees:</b>	K Moore (KM), K Thompson (KT), E Eanneta (EE), T Player (TP), S Nelson (SN), J Newson (JN), J O'Donnell (JO), Emilia Maria (EM)		
<b>Apologies:</b>	R Franklin (RF), K Wiggins (KW), A Mosakowska (AM), Z Santos (ZS), S Flynn (SF), K Dockery (KD)		

## Minutes

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**Agenda item:** Christmas Fayre **Presenter:** K Moore

### Discussion:

Christmas Fayre will be taking place on Saturday 1<sup>st</sup> December 2018, 11.00am – 14.00pm in the Church and school Hall. This is a joint partnership event with SSPP Church, with a split of 50% profit to each.

Parish will manage the following stalls:

Entrance Fees and Money Wallets, Piety Stall – School Hall, Flower Decorations, Cake Stall, Teddy Raffle, Christmas Kitchen

SPFA will manage the following:

Santa's Grotto, Bottle Tombola, Chocolate Tombola, Christmas Games, Santa Letters, Mulled Wine and kids drinks, Face Painting, Reindeer Food Bar, Sweets Stall

To ensure that the Fayre is run efficiently we will require a number of volunteers to help with preparation and on the day.

### Conclusions:

Review actions listed below

Action items	Person responsible	Deadline
✓ Make posters to advertise in church and school	K Thompson	ASAP
✓ Compile a list of helpers	K Moore/K Thompson	ASAP
✓ Look into purchasing some sturdy plastic tables	K Moore/K Thompson	ASAP
✓ Check whether the grotto needs any additional materials	K Moore/K Thompson	ASAP
✓ Look at the music systems available for both church and school hall	K Thompson/K Moore	ASAP
✓ Arrange for good condition second hand toys and soft toys to be donated to school w/c 19.11.2018	K Moore	19.11.2018



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**Agenda item:** Any Other Business

**Presenter:** K Moore

**Discussion:**

Mrs. Law. Reception class teacher has requested funding of £30 for ITunes vouchers to purchase a variety of learning apps to help with letter/number formation. The apps can be used for years one and two.

It was agreed by attendees to fund this request.

School Photos will take place on Monday 12 November 2018 in school.

**Conclusions:**

Enter conclusions here.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Form to be submitted to K Thompson for records	K Moore	ASAP
✓ Payment to be made to Mrs Law as agreed. Receipt must be obtained and passed to K Thompson for records	K Moore	ASAP
✓ Assist with school photos	T Player/J Newson	12.11.2018

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***Other Information***

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**Observers:**

N/A

**Resources:**

N/A

**Special notes:**

AGM Meeting Tuesday 27<sup>th</sup> November 2018, 18.30pm, Holyfields Sports and Conference Centre, Woodacre Road, B24.

