



## FRIENDS OF WHITKIRK PRIMARY SCHOOL PTA

Registered Charity Number 1140340  
PTA Minutes



### Minutes of PTA Meeting 7:30pm Thursday 30<sup>th</sup> September 2021 At the Brown Cow.

**Present:** Rebecca Fernandes, Kelly Balmforth-Smith, Suzie Scampton, Claire Vernon and Helen Rawding.

#### **Apologies for Absence:**

RF opened the AGM at 7:35pm.

#### **1. Christmas cards to school update/plan**

\*Christmas cards for schools used instead of Cauliflower cards so we will need to take orders and payment manually and input online ourselves.

\*As school have kindly completed the artwork early, we will have plenty of time to arrange sample cards to go home and be returned with our parent's payments and orders.

#### **2. Afterschool Halloween/Pumpkin trail Friday 22<sup>nd</sup> October**

\*Event to run for 1.5 hours, 4:30-6pm – \*no charge for entry\*

\*Children to be accompanied by an adult

\*Ask parents for Halloween decoration donations if they have any they don't use

\*Fancy dress optional

\*Create a puzzle or QR code at each pumpkin on the trail for kids to complete – **Action:** Claire kindly volunteered to investigate QR codes and how they work for us to potentially use.

\*Kids to create a pumpkin for the event in exchange for sweets. Bring in pumpkins on Wed/Thu 20<sup>th</sup>/21<sup>st</sup> October to be used on the trail

\*Buy battery Tea lights for pumpkins and battery string lights. Use Christmas tree lights around tables at hall entrance.

\*Pumpkin trail to be distributed all around the school – initial plan discussed for where everything will be situated.

\*Kids to bring a torch – we will advertise this on the poster

\*Design and distribute poster advertising at school and a flyer go home with kids - A5 size. **Action** – Suzie kindly volunteered to design poster.

\*Toilets need to be manned by a teacher

\*Stall tables around hall entrance

\*Set up messenger group for volunteers for Halloween trail event – **Action:** Bex to set up.

#### **\* Stalls**

1. Hot food, Hot drinks, Cold snacks and drinks – **3 volunteers needed to man this stall**

2. Glow stall – **1 Volunteer needed to man this stall** - £1 or £1,50 per item

3. Scary Yucky dip (filled with cobwebs and spiders) - **1 Volunteer needed to man this stall** - £1

4. What's in the yucky Halloween Boxes – **2 volunteers needed to man this stall** – (brave all the boxes get sweets) **Action** – Kelly kindly volunteered to make the boxes.

5. Witch hat Hoopla – (3 goes for 50p, free tattoo if you miss, Lidl chocolate lolly if you can hoopla a hat.) – **1 Volunteer needed to man this stall**

6. Pick a Pumpkin – (Win bubbles, tattoos and balls if you manage to pick a stick with a pumpkin on – Maybe make a little bag of treats) – **1 volunteer needed to man this stall**



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### Shopping list:

(Check in the PTA cupboard first for existing stock we can use, cups, bowls, utensils, napkins, tattoos, bubbles and Glow stuff)

1. Yucky Dip Items – Paul whites
2. Glow stall items – Paul Whites
3. Hotdogs (tinned) and Buns, cheese, ketchup and mustard – look for discounts or donations.
4. Veggie Chilli items, Plus Nachos, Cheese and sour cream
5. Drink cartons, Cheap fruit shoots, cheap capri sun, water, sugar free cans
6. Tea, coffee, sugar and milk
7. Buns & crisps
8. Pumpkins
9. Sweets and choc lollies for prizes
10. Pumpkin tea lights

### 3. Christmas fair Saturday 27<sup>th</sup> November – what can we do before Christmas fair planning meeting.

\*Lisa Hammond has been busy emailing companies for raffle prizes and have some nice prizes already. Thank you.

**Action for all:** Ask around for raffle prize donations from local and national businesses, if anybody needs a letter to take to a business they may be visiting, let us know so we can get them printed.

\*Manning Stanton advertisement boards – Volunteers required for boards to be displayed at the end of gardens – nothing for volunteer to do as Manning Stainton will install the board etc. **Action for all:** Ask for support from parents and local residents who would be happy to have a board put up. Addresses, names and contacts to be emailed to us.

\*Advertise event on Facebook and Crossgates Facebook page as a community fair.

\*Stall holders will be charged £15 and asked to offer a raffle prize. May charge more for food vendors if we decide to go with any.

\*Book fairground contact – **Action:** Bex to book for fair

### 4. Any Other Business

NONE

**Next PTA Meeting TBA.**