



FRIENDS OF WHITKIRK PRIMARY SCHOOL PTA

Registered Charity Number 1140340
PTA Minutes



Minutes of PTA Meeting 7:30pm Thursday 4th November 2021 At the Brown Cow.

Present: Rebecca Fernandes, Kelly Balmforth-Smith, Suzie Scampton, Lisa Hammond, Olivia Mclean, Vicki Groves, Dawn Driver and Helen Rawding.

Apologies for Absence:

RF opened the meeting at 7:30pm.

1. Christmas cards to school update/plan

*Christmas card orders and money due back into school by **Wednesday 10th November**

***ACTION FOR ALL AVAILABLE PTA:** Meeting straight from school drop off on Friday 12th November in Whizz kids to count orders/money in classes and input onto the order system. We have some lovely volunteers from the meeting, but the more the merrier so, if anyone has a spare hour or 2 to pop along for a coffee that would be great.

2. Manning Stainton Advertising Boards

*Bex has submitted the Christmas fair design to Manning Stainton (address to go on Poster – **ACTION – BEX**)

*Bex has sent out one final push for volunteers to have a board outside their property

*Hoping boards will go up ASAP for maximum advertising for the fair – currently in printing

*We are given payment per board so the more the merrier

3. Christmas Raffle prizes and plan

- We have had some great raffle prizes donated already, thank you for arranging Lisa etc 😊
- **ACTION FOR ALL** - To ask local businesses about raffle prize donations
- Hopefully stall holders will donate a prize
- **ACTION** - Bex to order raffle tickets
- **ACTION** - Letter advertising the fair and raffle tickets which can be purchased online to go home with children
- Raffle tickets to be purchased/ordered on the PTA Website and on the day at the fair (The Raffle stall)
- Raffle to be drawn during event
- Hampers to pick up from The Card Factory – Thanks Olivia 😊

4. Update on stall holders and gaps

- **16 Confirmed External stalls:**
 1. Usborne Books
 2. Quirky pineapple
 3. Sweet Tooth
 4. Bodyshop
 5. Hair bows, earring, Scrunchie and pet bandanas
 6. FM products
 7. Bauble Christmas Trees
 8. Lego and Toys
 9. CL Bakes
 10. Tropics
 11. Little Blossoms – play dough and peg dolls



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12. Fairground rides and games
13. Wax candles, melts, and scented goods
14. Crocheted wreaths
15. Love is sweet enjoy a treat
16. Crystals and holistic therapies – light of the moon

- Stall holders to pay £20 per stall – looking to gain payment by bank transfer before the event
- **ACTION:** stall plan to be created

5. PTA Stalls & games

- Hot food & drinks – hotdogs, veggie chilli, tomato soup, pulled chicken & gravy sandwiches, crisps, cold drinks, tea, coffee and hot chocolate
- Reindeer food & hot chocolate reindeers
- Lucky dip (£1)
- Pocket money stall
- Tombola
- Raffle
- Games – Santa hat hoopla, Snowman and pick a Christmas tree (all 50p)

6. Volunteers

- We require at least 16 - 18 volunteers to be able to run all stalls at the event
- Need a runner to relieve PTA stall holders so they can visit other stalls
- Need a runner to distribute change around stalls and collect larger notes

7. Plan and Timings on the day (27/11/21 – 11:00 till 14:00)

- Volunteers to arrive from 8am on 27th to prepare
- Hoping to pull all stock and games out of PTA cupboard - after school - on Friday 26th and put in the main hall ready for the morning **ACTION: Volunteers Required**
- Bring tables down from classrooms on Friday 26th - after school - into the hall ready for the event **ACTION: Volunteers Required**
- Set Up a Space for Santa on Friday 26th - after school - in the hall ready for the event **ACTION: Volunteers Required**
- Put out Uniform on Friday 26th - after school - in the hall ready for the event **ACTION: Volunteers Required**

8. Jobs before the event

1. Create Volunteer list – **ACTION: Bex**

2. Check Cupboard for:

*Christmas decorations and Santa hats

*Tombola items



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- *Remaining stock for pocket money stall
- *Snack and drinks remaining stock
- *Games to convert to Christmas games
- *Bunting
- *napkins, cups, bowls, cutlery

***Slow cookers required**

***Gazebo`s required – Suzie. Olivia and Bex**

3. Create and purchase shopping list

- * Cans & fruit shoots
- *Crisps
- * Reindeer food – **ACTION - Create bags**
- *Hot chocolate, marsh mellows – **ACTION – Create reindeer hot chocolate pouches**
- * Sweets/Prizes
- *Lucky dip and Pocket money stall items
- *Hotdogs, cheese, nachos, bread buns/hotdog buns
- * Soup – **ACTION - Suzie to see about a possible Greggs donation.**
- * Chicken sandwich items – thanks for arranging Chicken donation Olivia😊

3. Resident's letter typed and posted through letter boxes – **ACTION – Helen – COMPLETED – just need to post**

4. Signage for event – **ACTION - Olivia to re-do signage and change prices for printing**

5. Request support from Asda Contact – **ACTION – Helen**

6. Email Greggs re: possible donation – **ACTION – Lisa**

7. Check if JJ require a stall for Teddy tombola – **CATHERINE CONFIRMED STALL REQUIRED AND WILL LET JJ KNOW.**

8. Arrange to update Newsletter with Tombola donation request (gifts to be left in a box in reception) & Request volunteers for Christmas fair. **ACTION - Suzie to arrange – COMPLETED**

9. Test music & sounds system – **ACTION – Olivia to bring IPOD with Christmas music**

10. See if any contacts can arrange fire engine visit – **ACTION - Olivia**

11. School council to possibly create Zero waste posters for used school Uniform

12. Wrap Lucky dip

13. Email to go out with raffle tickets link, tombola details and request for donations, Volunteer request and uniform at the fair details – **ACTION - Bex to arrange**



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9. Any Other Business

*Elfridges – Christmas gifts for mum and dad to be ordered on PTA Website, gifts TBC and discussed later.

*Christmas gift for all children – Tesco have the £1 per selection box offer – **ACTION**: contact TESCO`s and purchase, Olivia kindly offer to store the stock 😊 **COMPLETED**

ACTION – Suzie to investigate sourcing labels for selection boxes advising FROM THE PTA.

ACTION – wrap selection boxes.

* Instagram – Olivia setting up – thankyou 😊 **COMPLETED**

* Match funding for Halloween trail and Christmas event – Suzie, John & Catherine?

Next PTA Meeting TBA.

AGM TBA – January 2022