

**PTA AGM Meeting
7 November 2022**

Meeting Details:

Date: 7 November 2022

Time: 18:00

Location: Virtual Teams Meeting

Present	Name	Initials	Position
Yes	Rachel Gonzalez	RG	Chair
Yes	Lorraine Firth	LF	Secretary
Yes	Ryan Bloomfield	RB	Treasurer
Apologies	Tracy Eveleigh	TE	St Paul's SIMs Administrator
Yes	Michaela Olejarova	MO	UKS2 Representative
Yes	Vicki Moran	VM	LKS2 Representative
Yes	Ellen McManus-Fry	EMF	EY/KS1 Representative

Item Number	Discussion Point
1	<p>Welcome, Apologies for Absence, Verification of Previous Minutes</p> <p>RG thanked everyone for their time and for coming along to the meeting.</p> <p>Apologies sent by TE.</p> <p>Minutes of the previous meeting were ratified.</p>
2	<p>Lead responsibilities</p> <p>RG proposed that the PTA trustees should take an area to lead and organise before and on the day of the Christmas Fayre and this was agreed.</p> <p>External stalls - RG Food/Drinks - TE (staff volunteers) Copse decorations - MO Copse craft activities – EMF Raffle – VM Bottle – Teaching Assistants to set up Sweet / Teddy tombola - VM Santa's Grotto - LF Games / PTA tent / Floats - RB</p>
3	<p>Games</p> <p>Lucky dip Children to pick a pre-bagged prize. Rachel has bagged the lucky dip prizes Cost: 50p a go</p>

	<p>Name the Husky Children to add their details to a pre-made board. A winner will be pulled out of the hat. Cost: £1 a go</p> <p>Hoopla Children to throw a hoop over some sweets so that the hoop completely rings the sweets. Cost: 50p a go</p> <p>Tin Can Alley Decorate tin cans and balls to be more Christmas themed. Children to knock over the tin cans to win a prize. Cost: 50p a go</p> <p>Hook a Candy Cane Children to use the hook-a-duck rods to catch a candy cane. RG to buy candy canes Cost: 50p a go</p> <p>Christmas Scene Bean Bag Throw LF to create a scene with holes for the children to throw bean bags through. Prize for getting a bean bag into a hole. Cost: 50p a go</p>
4	<p>Raffle</p> <p>Prizes: The top 3 raffle prizes were agreed. 1st – Cash prize donated from Avocado (cash) 2nd – Wellington Country Farm tickets 3rd – Bucklebury Farm tickets</p> <p>Ordering: RG to order the raffle tickets Need to order and send out to parents by the 18th November Three books were sent to each child for Christmas but a number were returned unused. To send out 2 books per child this time to reduce the printing and wastage costs.</p> <p>Cost: Costs to stay at 50p a ticket making a 5 ticket book cost £2.50.</p> <p>Raffle Prizes Burning Beauties wax melt (Stall holder) KDK creations (stall holder) Patto Paper (stall holder) Crystal crafts (stall holder) Jos creations (stall holder) Photography voucher (stall holder) Virtue Voucher Lunch Box Lunch box Mystery Book set</p>

	<p>Mystery book set Bucklebury farm voucher Yankee candle hamper Candle Hamper Berkshire meet voucher IPA beer Large John Lewis teddy Avocado Hamper</p>
5	<p>Price List</p> <p>Entry Fee - £1 per adult Have a donation bucket available for any loose change Santa – £3 Crafts – £1 each (two) Games – 50p Tea/Coffee – £1 Mulled Wine – £2 Hot Chocolate – £1 Baileys – £2 Slush – £1 small cups Cakes – £1 Sweets – £1 bag Hot dogs – £2.50</p>
6	<p>Purchase List</p> <p>6 bottle Baileys free via a parent Small cups and straws for Slush Slush mixture - blue Coffee cups with lids (smaller) Tea / coffee / sugar / hot chocolate - RG to check stock levels before purchase Mini marshmallows Sausages – 2 packs of 160 sausages Vegan/Vegetarian sausages Hot dog buns Condiments - tomato / mustard Chips Candy Canes</p>
7	<p>Sponsorship</p> <p>Main Sponsorship Parkers has agreed sponsorship of £325 to cover the cost of the grotto gifts LF to contact Parkers regarding asking other companies for stall sponsorship</p> <p>Stall Sponsorship Agreed that we should ask companies to sponsor a game and put the company logos on the stalls Need sponsors for games, refreshments, tombola stalls Parkers to sponsor the grotto as they have contributed the presents.</p>

8	<p>To Do List</p> <p>Friday 18th November Finalise Stalls list - RG Risk assessment - RG Finalise raffle prize list in draw order - VM Raffle prizes photographed and uploaded onto Facebook page and circulated - RG Raffle tickets distribute - TE/RG Santa tickets on sale - Parentmail - TE Finalise event lay out - RG</p> <p>Monday 21st November PTA trustee meeting - loose ends Agree card machine locations Check raffle progress Agree Plan B in case of rain</p> <p>Friday 25th November Sweet tombola ticketed PM - RG / RB / VM Advertise stalls on Facebook - RG</p> <p>Friday 2nd December Shopping trip (am) - RG / RB</p> <p>Inside: Bottle tombola ticketed and set up - TA's to ticket and set up Set up Sweet tombola (already ticketed) - RG / ?? Set up Teddy tombola set up (already ticketed) - RG / ?? Set up Raffle prizes with number ticket on to correspond to draw order - RG / ??</p> <p>Outside: Set up Santa gazebo (weather permitting) - RG / RB / VM Move benches inside the copse for craft activities - RG / RB / VM</p> <p>Saturday 3rd December – Event Day Set up from 8am - 11.30am - RG / LF / VT / RB / MO / EMF / TE</p> <p>Outside: Copse decorations - MO Copse - Santa set up - LF Stalls co-ordinator - RG plus hubby Copse Craft activities set up - EMF PTA tent - Lucky dip / name the Husky / selling craft items (£1) – RB Stall holders set up by 11:30 and can gain access from 9:00 Santa on site 11:30</p> <p>Inside: Hall - Bottle / Sweet / Teddy / Raffle set up finalised - VT Kitchen - Hot dogs / chips kitchen - TE Community Room - Refreshments Community Room - Sweets Community Room - Slushie machine set up - LF</p>

	Alcove - Photographer set up - RG
9	<p>Next Meeting.</p> <p>Date: Monday 21st November Time: 18:00 Location: Virtual meeting</p>

Ongoing Actions for update at next meeting:

RG

To discuss the suggestions from the school council with the school
To report back to the PTA trustees with agreed possible spending areas and priorities.
 To contact The Pantry regarding using the kitchens for cooking food for the Christmas Fair.
 Make name the husky board.
 Finalise Stalls list
 Risk assessment
 Order raffle tickets
 Raffle prizes photographed and uploaded onto Facebook page and circulated
 Raffle tickets distribute
 Finalise event lay out

LF

Investigate backdrops for the grotto for pictures
 Santa's Grotto design
 Create a scene with holes for the children to throw bean bags through
 Contact Parkers regarding the sponsorship of stalls

RB

To confirm if The Pantry has sent over an invoice for the food for Family Fun

MO

To investigate options for the year 6 elf volunteer costumes
 Copse decorations design
 To find volunteers to assist in decorating the copse

TE

To find staff volunteers for food and drink stalls
 Raffle tickets distribute
 Santa tickets on sale – Parentmail

VM

To contact companies regarding raffle prizes.
 Finalise raffle prize list in draw order