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Parent
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Xmas Fair de brief **Thursday 9th December 09**

Present - Jane Hill, Sarah Thomas, Melissa Varley, Sue Ashworth, Andrea Fensome, StJohn Williams, Barbara Vettoreto, Dianne Bell, David Pierce, Alison Ingham,

Chairman's welcome – introduction for any new attendees - JH opened the meeting and welcomed everyone. A warm welcome to Mrs Thomas.
Overview of the meeting was to discuss the Christmas fair, meeting with Mrs Godfrey

VARIOUS

A full treasurer's report will be given in January.

Ms Morrisroe sent a thank you card for the contribution the PTA made for the Library newspapers; these are very popular especially with year six. The newspapers are aimed at children but current topics of news are included in them.

Mr Waterhouse spent his October half term sourcing and making these items. These now make it easier to carry from one class to another and we are now able to charge all 34 Ds lites at the same time. A big thank you to Mr Waterhouse, these cost £47.47 (which the PTA will fund) plus Mr Waterhouses time if bought from elsewhere we would have been looking at £500- £600.

A/P JH to arrange a thank you gift for Mr Waterhouse.

Jane has designed a poster to go up in the staffroom detailing how the funds will be used for items big and small that are requested by the school. It kindly requests, if something is needed then the person requesting it either attend a meeting or nominate a person attending to make the request. The more information we have on the night the quicker we can make a decision, if we all agree the cheque could be written on the night of the meeting, this way there is less toing and froing and any deals won't be missed.

A suggestion by Mrs Thomas and Mrs Varley that we use the white board in the staffroom for anything we don't want the staff to miss, i.e that we will be present in school for dress down day, building grotto etc.

Following Sue and Karens meeting with the NCPTA we need to confirm if we need event licences for all events or if we can get an annual one. Tracey Rayner also suggested a "partnership trust" annual event licence if this was possible. We need ways to cut the costs if these are required.

SA to ask KB if she would investigate further with the council to see what our options are.

AF to look into comparison of insurance for the events.

A/P TR to set date for the next inter PTA meeting.

We are going to park the ladies evening till after Christmas as a decision has not been made and views were that the last one was not successful.

PTA meeting with Mrs Godfrey

Minutes attached at the end

Christmas Fair

Please see below the full rundown of stalls, takings and profit. Total profit around £1800; well done everyone.

We need to coordinate with office for fair dates and times as we had the wrong time published on the banner.

We have lots of biscuits left for Mothers Day to decorate

A/P MV to feedback the lack of profit on the year 6 stall. PTA bought £76 of items to sell, they should have taken over £100 on the night, however their total was - £6.71.

It was suggested that in summer year 6 could pick and sell strawberries at the summer fair, if they have a stall there needs to be adult supervision.

Human fruit machine made £17 profit, next year we will not have the cost of the items. Year 6 could man this stall as they enjoyed having a go this year and got the children involved in the rhyme.

Secrets down £20, next year we may aim at dads as well or give it a break for a year.

Silent auction £37.50 profit and no cost to us.

Raffle £393.72 profit. Next year we will put name and tel number on the back so we can contact winners not from the school. It was also suggested we ask if we could sell tickets in Tesco, Mrs Thomas local school makes around £100 for an hour. We would need to contact Tesco.

If possible raffle, tombola, and chocolate tombola should have very different coloured tickets as someone took a prize from the tombola and claimed they matched it with a raffle ticket bought in school.

Karen Butler asked if we could prepare for the fair earlier next year, buying toys, prizes, wrapping wine and water as we get it etc.

AI to ask mum if she would sew the grotto black out linings together and add velco to the top.

If we give secrets a break we could use the library for another stall this would free up hall space and enable us to set up chocolate and tombola so people cannot get at the prizes so easily.

It was felt fast track Santa could work if we give it more publicity and guidance to the parents; and time to organise next year.

The set up went well with one or two people to set up stalls. The information cards Jane provided were a big help for prices, and times the stall was manned and by who.

Letter to raffle winners worked as all but one of the prizes were claimed. Only one left was one bought on the night, hence the need to put a contact number on the back next year.

Fair feedback from visitors

Chocolate and Tombola very popular but people able to get too near the stall. Far too easy for someone to pick a ticket and take a prize claiming it's the right one. On the chocolate tombola prizes were missing for some of the winning tickets. We could have the prizes on tables behind us and have runners to get the prizes (if we can get enough people, our children may like to help with this).

Date of next Meeting –

Friday 15th January 2009 3:30pm

This will be in the KS2 building possibly Mrs Varley classroom.

There will also be a PTA night out on 29th January – possibly in Leeds if anyone would like to join in the fun.

Meeting with Mrs. Godfrey

Thurs Nov. 26th

Minutes:

1. Plans for Premises

1st stage : Electronic gates

2nd stage : CCTV

3rd stage : Outdoor equipment

2. Wish List

To make it clearer it has been suggested to have 2 funds:

a) **Big Pot** - Continued fundraising to enable large purchases.

The current plan is to save for playground equipment with the overall aim to improve the outdoor aim to improve the outdoor areas of school.

b) Little Pot- Kept separately to enable the Pta to support School in small purchases as they are needed.

So far:

a) £1000 - WOW experiences

b) £100 - supporting literature in library

c) £ - equip required to charge DS Lites

Encourage to utilise us and our support.

3. Money Requests/ Making Bids

To be made by a staff member at a Pta meeting with rationale to increase efficiency, clarity, involve the Pta fund raisers.

Thus : bid / vote / amount / cheque!

4. Teacher Involvement

Requested teachers presence occasionally. BUT : told unlikely as they are busy, it is voluntary and they have their own Pta's. However, maybe meet occasionally after school (not Mon/Thus as staff meetings) to encourage.

5. Communication

Some Pta members concerned teachers were viewing us as a nuisance and areas have been double booked when preparing for our events. Discussed and suggested :

a) Put up a sign on door/area using.

b) Sign up in staff room indicating plans a day or 2 before.

Also, forthcoming pta meetings put on pta board outside the school office and in staff room.

6. Legalities

Small events licence

Raffle licence

CRB checks : Jane, Sue, Karen, Alison.

Already done : Diane, Andrea

Can't have access cards but ?? loan one on big event days.

7. DS Lite Review

Teacher learning log. Can we do parent survey of DS lites.

Xmas Fair 2009 Analysis

Stall	Outlay		Takings	Profit
Raffle £1 per go	TV Stall accessories Digital photo frame	£129.97 £8.91 £30.00	£562.60	£393.72
Café 10p +	coffee samosas	£6.00 £18.00	£309.73	£285.73
Grotto £2/£2.5	candle stickers / colouring sets KS2 girls prizes Reindeer / snow / snowmen	£1.00 £78.65 £17.94 £71.66	£252.00	£82.75
Skittles £1 per go	selection boxes Groan tubes	£20.00 £22.77	£114.60	£71.83
Water / wine £1	wrapping paper - DB wrapping paper - AF wrapping paper - P White	£4.50 £15.00 £1.04	£273.00	£252.46
Guess the cake weight £1	cake ingredients	£10.00	£15.00	£5.00
Red/gold tombola £1	wrapping paper - DB wrapping paper - P White	£4.50 £1.50	£171.75	£165.75
Chocolate tombola £1	chocolates	£45.58	£167.95	£122.37
Beat the buzzer 50 p	Braclets	£9.94	£31.50	£21.56
Lucky Dip 50p	????		£87.27	£87.27
Cakes 10p +			£0.00	£0.00
Secrets 50p +			£71.00	£71.00
Hook a duck £1	Various prizes	£18.63	£136.98	£118.35
Year 6 stall 10p +	P Whites (AI) P Whites (JH)	£76.11 £8.67	£78.07	-£6.71
Decorate biscuits £1	Ikea biscuits icing bits & pieces	£15.00 £24.00	£100.00	£61.00

Human fruit machine 50p	boxes & contents various prizes	£9.00 £25.79	£52.10	£17.31
Reindeer food/Xmas cakes £1.50 / 50p	Mrs Douglas expenses	£20.00	£67.05	£47.05
Make and do 50p +	???		£15.50	£15.50
Pin nose on rudolf 50p	Materials Mould a bounce	£20.00 £9.11	£47.00	£17.89
Silent Auction			£37.50	£37.50
Miscellaneous	Kids food Lunches for PTA JH extra £10 Bubbles (stock)	£24.00 £10.00 £10.00 £6.62		-£50.62
Total		£773.89	£2,590.60	£1,816.71