

# St Mary's PTFA committee meeting

## Minutes 16<sup>th</sup> November 2016

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Present: Russell Blenkinsop, David Henderson, Mairi Murray, Andy Metcalfe, Jackie Metcalfe, Natalie Blenkinsop, Lynne Shaw, Gareth Mitchell, Oliver Richards, Louise Ramsay, Jo-Anne Garrick, Abi Samuel

Apologies: Kayleigh Lowe

### *Treasurers Report*

David reported that our current balance is £7,461.58. We have had a higher level of expenditure for the disco and for future events therefore we are currently £200 in deficit for this school year. This will change after the Christmas fair.

### *Harvest Festival review*

Fewer tickets were sold for the raffle this year as parents did not have to queue and were let straight into the room. Total raised was £106.23 after costs.

### *Halloween Disco Debrief*

All agreed the DJ was great and he has agreed to do the kids discos in the future.

Food: Fewer hot dogs were sold this year but it is not clear why.

There were requests for different cakes as well as the donuts and large cookies that we have had before.

We ran out of water therefore will need more for future events.

There were fewer queues for food.

Flashing wands – these went down well and about 70 were sold.

### *Christmas Selection Boxes*

We will need about 200 selection boxes which will be given to the kids at their Christmas party. We usually get the smaller size so all will look out for deals. Lynne has agreed to store them in her garage. Gareth will see if any of his business contact would be interested in sponsoring them.

### *Christmas Cards*

Overall there was a good response to the Christmas cards. 59 kids took part ordering 59 first packs, 22 second packs and 7 sets of tags. Natalie has pictures of all the orders that were sent.

### *Christmas Fair -Thursday 8<sup>th</sup> Dec 3.30-5pm*

Kids Tombola – KS1 will be asked for donations on non-uniform day on November 25<sup>th</sup>.

Candy cane game – Natalie has bought 108 mixed flavour candy canes and 36 peppermint ones. Mairi and Natalie will get prizes tomorrow.

Cracker game – Andy has organised the crackers and will arrange prizes.

He may ask his sister and family to help.

Gift stall Oliver and his wife have found 3 great homemade creations to sell on this stall:

Hot chocolate reindeers – 40 to be made selling at approx. £1.50

Chocolate sleighs – 25 to be made selling at approx. £3

Christmas tree jumbo wax crayons – these will be made with donated old crayons and sell for approx. 50p.

Reindeer dust – we have 85 left from last year

Snowman poop – Lynne will make with labels designed/printed by Jo-Anne.

Mairi and Natalie are going to Home Bargains to source other low cost gifts as many parents were disappointed with how little we had last year.

Water to wine- bottles will be taken from the KS2 donations.

Bottle tombola- from KS2 donations and will use the corks again to reduce space needed.

Giant Monkey- Gareth is collecting this tomorrow. Russell has 200 names already printed.

Sweetie Jar- this was popular last year. Lynne agreed to arrange it again.

Face painting- this was really popular last year but no one on the committee feel skilled to do it. Gareth will approach a face painter he knows to see if they would be interested, even if we have to pay someone to do it. Designs would be limited to keep them small with a £1.50 charge.

Cookie decorating- it's not clear whether we will have space to do this. Mairi and Louise will look into it.

Cake stall- Parents will be asked to provide donations on the day.

Drinks- Tea/coffee will be available. Jackie suggested selling mulled wine or prosecco which is popular at other Christmas fairs. Russell will ask Mr Fallon's opinion on this.

#### Santa

Mark McLean has agreed to be Santa and Laura to be his elf helper. We will ask Miss Young to be a second helper as she will know the age groups of the children. It was agreed that booked slots worked better last year but the online system was not so easy to use. It was agreed that we will sell Santa tickets at the library door (wed 30<sup>th</sup> Nov, Fri 2<sup>nd</sup> Dec and Mon 5<sup>th</sup>-7<sup>th</sup> Dec) like the disco tickets and we can allocate timed slots then. This will also allow us to explain to parents that the timing will have to be slightly flexible.

#### Raffle

Tickets need to be printed next week. Prizes so far:

£100 Hayes Travel voucher

Drinks hamper

Chiropractor package

Family Pass to Kirkley Hall Zoo

£30 voucher for Killi Arms

Sweets Hamper

Decorated kids seat

£10 voucher for Café My Place

We may also consider a cash prize. Russell has sent email to many other businesses. The exact prizes will be decided by the end of the week. Jo-Anne has designed us a new letter head that can be used to apply to business if requesting donations. It was agreed that £20 worth of tickets will be given to each child as most parents will not take the time to go to Mrs Thompson if they could sell more. Any unsold can just be returned.

#### *Christmas Coffee Morning – Thur 15<sup>th</sup> Dec*

This will be 9am-9.15 after school drop off. The school choir will perform. Mince pies and cakes will be provided.

#### *DBS checks*

Russell reminded everyone to apply online and take their ID documents to Mrs Thompson for this to be confirmed.

#### *Website*

Jo-Anne has agreed to take control of this and look at redesigning it.

#### *Casino Night*

Lynne will approach her aunt and uncle to see if they will help us run one again. We may need to find other volunteers to help with some tables. Steve has agreed to do one and Mr Bommell was keen before. The proposed date is Saturday 4<sup>th</sup> March 2017.

### ***Family Night***

Many families have asked if we could arrange a family night in a different venue. Many asked for this at Halloween this year but many venues run their own. This will be looked into at another meeting.

### ***Next AGM meeting***

Wednesday 11<sup>th</sup> January 2017 in the church hall at 5.30pm.