

St Mary's PTFA committee meeting

Minutes 5th October 2016

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

Treasurers Report

David reported that our current balance is £8,018 thought we have yet to pay for the defib. Mairi is waiting to hear from Mr Fallon about a suitable presentation date. David has decided not to open an additional bank account for event purchases at the moment. Russell will be added to the account which will allow him to make purchases with a debit card.

Harvest Festival 12th October am

As previously we will hold a raffle and sell tickets at the door. Natalie will source some prizes, checking the shed to see if anything is left from last year. There are plenty of committee members to help on the day (Russell, Andy, Jackie, David, Louise, Jo-Anne and Gareth) therefore we will try to sell tea/coffee to parents prior to the event, weather permitting.

Halloween Disco Thur 3rd Nov 5-6.30pm

Harry is unavailable for this disco but has found us another DJ for the same price (£75). Andy will approach Mark McLean to see if he is willing to compare the night. This may allow games to be more successful or we could ask for the teachers help.

As it is after Halloween it was agreed that it would be called a Spooktacular Disco and encourage fancy dress. We will ask Mr Fallon if we could use another classroom or the library for a quiet activity for children such as colouring in.

Tickets will be £1.50 as previously. How to sell them was discussed. It was proposed that we ask the teachers to sell the tickets in the classroom and then distribute them to those children that morning. Mairi will ask Mr Fallon. We will still need the names of those who have paid so will need a new list from Mrs Thompson.

Food – as previously we will sell hot dogs (Russell to approach Aldi about buns), crisps (all to look out for good deals), donuts, cans of pop, juice and water. Gareth will look at deals for sweets in Costco to make the mix ups. The glow in the dark lollipops were discussed but thought to be a risk with kids running around. Parents will be offered tea/coffee and cake with a donation box. We will ask Raj or maybe another year 2 parent to supervise the hot drinks in this room.

Decorations – Louise has a box of Halloween decorations that she is willing to donate. Mairi will check when we can get access to the room on the day to make a start.

Flashing wands – these were a huge hit last year but some were faulty. It was agreed that we should sell something similar and all will have a look online to see what is available.

On the night – Lynne, Natalie and Jackie are happy to do the kitchen. We will have 2 entrances for those with and without tickets. Russell/David could cover the doors. All other roles will be sorted on the day. Fancy dress for committee members is preferred!!

Christmas Selection Boxes

These are given to all children in the run up to Christmas and are usually bought for £1. Can everyone keep their eyes peeled for good deals.

Christmas Cards

It was felt that families did not have enough time to do their cards last year and they arrived too late. Mairi has not yet checked the pack that has arrived but the following dates were agreed.

Friday 11th November – paperwork given for children to take home

Mon 21st November – last return date for art work and all sent that day.

Christmas Fair

Most of last year's games will be repeated:

Tombola – use corks again

Cracker game – Andy has great plans but will need another helper

Candy cane game – Natalie has bought 108 mixed flavour candy canes and 36 peppermint ones.

Water to wine, cake stall, craft stall.

Gareth will look out for the giant teddies in Costco for Guess the Name game.

Raffle – we need to start approaching businesses for raffle prizes. We will ask Becky if it is possible to get more letterhead and Mairi will circulate last year's donation request letter. David still has business cards available for anyone to use if they want to approach businesses they know well. Hopefully we will also have a big prize from Hays Travel Killingworth.

Andy is going to draft a letter to last year's prize donors with the minibus on it thanking them for the donation and asking if they would do it again.

AOB

Logo design

It was agreed that this should still ask the kids to design one but it will be left til after Christmas as there is too much on. It will then be added to the minibus which now has the Excel Logo on it.

Company Sponsorship

Oliver has seen information about charity sponsorship on the Costco website. He will look into this more and report back.

Next meeting

Wednesday 9th November in the church hall at 5.30pm.