



# Fairfield Primary School PTA

Dryden Road, Penarth CF64 2RT  
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Charity No: 517582



## *Minutes 30 October 2017*

### *Present –*

Kirsty Lay  
Bev Frost

Samina Barnwell  
Michelle Thompson

Natalie Robertson

### *Apologies*

Chris Johnson

### *Christmas Fayre – Friday 1 December 3 pm to 5 pm*

Letter needs to go out to parents regarding donations of:

Unused toiletries  
Unwanted gifts  
Bottles/chocolates  
Fairly new toys ó nursery/Christmas  
Jolly Jars

Regarding Jolly Jars the cups will be priced by Natalie and then purchased when price agreed to go out with the children.. Slips need to be done for this.

The Non Uniform Day which has been designated by the school for all these items is Friday 24 November 2017.

We will need helpers to be on the gate on drop off and pick up on the 24 November to collect the alcohol.

A poster needs to be organised and Andrew Jones has kindly offered to do this again for us.

Michelle will send Bev the template for the events letter that was sent out to parents last year and this will be updated for this year's events ready to send out.

Bev will send Kirsty copies of all letters sent out last year regarding the various events that were planned.

### **Stalls**

A list of these will be sent out separately by Kirsty and we have allocated numbers of helpers we need for each stall. We need to ask people to volunteer to help.

Bev went through the PTA cupboard and will forward a copy of all items found in there, which can be used for the Christmas Fayre/Secret Santa.

### **Father Christmas**

We have a Father Christmas and we also have a photographer organised for this.

Kirsty will look at the [www.bakerross.co.uk](http://www.bakerross.co.uk) regarding possible presents for the children visiting Santa.

### **Children Craft**

Lydia Wilford has kindly priced up a Christmas ornament/decoration for the children to do and will be organising this within the school. A letter will need to be done to be sent out.

### **Raffle**

It has been decided to go with as many donations as we can get and then decide regarding purchasing a main prize. (see separate email from Kirsty).

Any parents within the school who are able to donate a raffle prize please contact the PTA.

**Next meeting ó Tuesday 14 November 2017 at 7.30 pm, Penarth Conservative Club**