



Fairfield Primary School PTA

Dryden Road, Penarth CF64 2RT
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Charity No: 517582



Minutes 14 November 2017

Present –

Kirsty Lay
Sarah Todd
Helen Guiney
Ceri Williams

Bev Frost
Joedee Lush
Mrs Macleod

Michelle Thompson
Kath Lewis
Debbie Holman

Christmas Fayre – 1 December 2017 – 3 pm until 5 pm

Raffle prizes were discussed and it was decided that the Gareth Bale autographed item is to be publicised on Facebook page.

The three main prizes to go on the raffle tickets were decided ó Turkey Crown from Lush Butchers, Champagne and meal for two at Elevenø Bar.

Jewellery, sweet hamper and other items have been donated also; Kirsty has a list of these prizes.

Some prizes will be put towards a silent auction and these items will be advertised on the Facebook page.

Raffle tickets are to be ordered tomorrow (15.11.17) for delivery by Friday. Raffle books to go out to parents on Monday 20 November for return on Wednesday 29 November.

For future reference Barry Advertiser Ltd gave us a good price but were unable to accommodate the quick turnaround needed.

Letters for all Christmas events and reply slips to go out to parents on Friday also. Michelle has drafted them and has this in hand.

Kirsty asked whether the Vale of Glamorgan Council needed to be notified regarding licence for our raffle ó Michelle informed us we have a licence and only needed to let them know how much we raised, the value of the prizes and the profit made. This will be organised by our Treasurer ó Chris after the Christmas Fayre.

Mrs Macleod kindly offered to let all staff know about the Christmas Fayre and place the information on the white board in the staff room.

Staff Hamper for the door ó Mrs Macleod will ask the staff about donations for us.

Helpers

A list was circulated regarding how many helpers were needed on each stall and who has agreed to help already.

It was discussed that Year 6 helperø could be needed and a letter of permission will need to be done to go out to parents regarding this. Michelle has a copy of one used previously.

Santa's Grotto

Helpers for the Grotto are needed (Joedee has kindly offered to be one, work permitting).

Mrs Kendallø room will be used.

A sheet needs to be organised to log the name/number of photo for the child to facilitate the delivery of appropriate photo to each child after the fayre.

It was discussed that we could get the photos printed at Costco as they offer a reasonable price and a good service.

A new Santaø outfit has been requested. Mrs Macleod has offered to ask one of the parents regarding this. Also if anyone sees one for sale please contact one of the PTA regarding this.

Christmas Decorations

An idea for calendars by the children was discussed. We have decided to keep this idea on hold for next year. Although an idea for children made placements was discussed also.

Lydia will be starting decorations with the children week commencing 27 November. Letters will be going out to the parents next week. A sample decoration will be obtained from Lydia.

Reindeer food was mentioned and it was decided not to make this, but the After School Club have previously made this for us which may be an option.

Stalls/Rooms

The website that was used for the Christmas items bought last year needs to be found. Bev will ask Lydia about this.

The Grotto will be in Mrs Kendallø room as previously mentioned.

BBQ will be held outside at the front of the school/by car park. The idea of stamping peopleø hands on entry to Fayre to ease the passing from outside to in regarding food purchasing.

Refreshments will be in the main hall with a seating area.

Kirsty will go into the hall on Friday to look at area to help facilitate a floor plan for the night and to ask Mrs Lewis regarding rooms to be used.

Jolly Jars

Cups have been bought. Bev will attempt to sort these out with slips to go out to the children on Friday/Monday to be returned on the non uniform day planned for 24 November.

Possible Games

Guess the teacher from baby photos was suggested ó Mrs Macleod will ask teachers regarding this.

Bottle game ó possible call out for bottle bags needed.

Items to be looked at for purchase for children rewards - Amazon ó Treasure Island Sweets ó mini candy canes, chocolate coins.

Candy Floss was mentioned as a possibility by Kath Lewis.

Date for Next Meeting -

Tuesday 28 November 2017 at 7.30 pm Penarth Conservative Club.