



Fairfield Primary School PTA

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Charity No: 517582



Minutes 7 November 2018

Present –

Samina Barnwell, Bev Frost, Emma Coward, Louise Eventon, Ms Lewis, Joedee Lush and Emma Partridge.

Apologies Received

Kath Lewis and Linda Leo

1. Banking and Finance

Transfer of bank account responsibility form completed incorrectly. Emma Coward has now organised the new form and this has been sent to Lloyds.

Emma and Kath will check the balance of the PTA account with Michelle and confirm which payments have cleared the account so we have a clear picture.

It is believed that the £100 payments to each class have been paid. Balance of PTA account to be confirmed in the new year once the Christmas events have cleared.

100 Club 65 parents are still paying DDMs of £1 a month into this. The 100 club was closed some time ago. The parents need to be informed and the account closed. It is believed that Lydia Wilford and Sue Reynolds are signatories on the account. Emma Coward and Kath Lewis to follow up with this in order to close the account at HSBC and cancel the DDMs.

2. Christmas Fayre Raffle Prizes

Fayre is 7 December 2018 after school.

Tickets for the raffle to be sent out on Friday 23 November and therefore need to be ordered by 16 November 2018. Samina Barnwell will organise the order of the tickets. She will check potential printers. Beacon Printers have been used previously.

Agreed that a star prize will be purchased as this more than pays for itself with ticket sales. This will be named on the tickets, together with 2nd and 3rd prizes.

Other prizes have been requested. A good list has already been donated. All members of the PTA will continue to request prizes. Louise Eventon will collate a list of prizes.

3. Bath Christmas Market Trip – 1 December 2018

Louise Eventon to ensure posters are put up on school gates.

Ticket sales currently stand at 23 with a group of between 4 and 8 also due to book. Bev Frost to collate contact numbers of all those attending in case of any issues once in Bath.

Advertising to be put up around Penarth. Louise Eventon will follow up. Another advert to go in this weeks school newsletter if there is room.

Bev to print a small ticket for Emma Coward to give to parents from Stanwell who are attending.

Plan to provide Bucks Fizz, coffee/tea and pastries during the outward journey. Samina to ask Starbucks for coffee and tea for the Bath trip and for the Christmas Fayre.

G&T/wine raffle on the way home. Tesco/Costco for small bottles of wine and cans of G&T. Ms Lewis to price up these drinks and pastries at Costco.

Bingo ó Bev has bingo balls.

4. Secret Santa

To be held on 13th and 14th December with a mop up of any children who are absent during that week.

Request parents to donate small gifts during week commencing 7 December.

Purchase large quantities of small items to sell. May also be some left overs from the Christmas decoration event. Check if any possible in Ikea.

5. Christmas decorations

To be made from 3 December. Lydia Wilford is kindly taking responsibility for this event.

Bev Frost to order 8 packs of decoration packs ó 240 pieces from Baker Ross. Any left can be used at future events.

6. Christmas Fayre

Help for set up of the Fayre required during the afternoon of 7 December. Ms Lewis confirmed we can have access to the main hall whenever needed on that day.

Refreshments ó Hot dogs and veggie dogs. Fruit punch. All to be outside the hall.

Choir will also perform outside the hall. Lots of positive comments about this from last year.

Hamper raffle at the entrance. Entry price includes a raffle ticket for the hamper. £1 for adults and 50p for children.

Guess number of sweets in the jar. Request to Umpa Lumpa for this.

Guess the name of the reindeer/teddy.

Tombola ó request to be made for donations.

Raffle ó prizes as previously discussed.

Refreshments inside the hall ó Tea, coffee and mince pies.

Craft table ó Lydia Wilford to run.

Children's calendars ó Mrs MacLeod to organise.

Meet Father Christmas ó price to be decided depending on previous year. Gifts agreed as torch, crayons, biff bats and punching balloons. Bev Frost to order from Baker Ross. Left over gifts can be used for Secret Santa. Father Christmas is organised as is the photographer.

Jolly Jars ó now to use paper bags. Bev Frost to price up and order. Samina to organise a video of how to fill and seal which can be posted on the Facebook page.

Bev Frost has had a request for craft businesses to be given a table at the Fayre. Agreed a good idea. £20 fee, plus donation of a raffle prize. 4-5 tables on offer. Bev Frost to organise.

Hairspray/plaits/nail painting table.

7. Disco

17 December. 50p per child. Ms Lewis to check with nursery teacher about whether they should be included.

8. Any Other Business

Bev and Samina have produced a special newsletter including all of the Christmas events so parents have a clear understanding. Bev will organise for these to be printed and given out to parents during the week commencing 12 November 2018.

Louise Eventon to make a note of gifts/prizes used this year in order to have a record for 2019.

Ms Lewis to check with St Cyres about how and where they purchased their iPads for when we finally agree for the purchase of these for the school.

9. Date of next meeting

The next meeting has been set for **Wednesday 28 November 2018** at 8 pm in the Conservative Club, Penarth. This will primarily be for the organisation of the Christmas Fayre and finalising Bath trip details.