

Agenda for 3rd PTFA meeting – date: 13.11.17 at 19.30- at Meg House – 3 Kingswood Close-

Estimated meeting time 2 hrs

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1. Introduction and Apologies:
1. Any matters arising from last meeting minutes.
2. Reports from current event/monies raised:
 - Halloween Café
 - Design of Christmas cards
 - Non-uniform day
3. Discuss planned events for this term:
 - Donation week for the Christmas Fayre: 20th-24th November – names of coordinators
 - Bring donations of Cakes for the Christmas Fayre: 1st December – names of coordinators
 - Christmas Fayre; Saturday 2nd December 2pm-5pm –
 - 1) Decorating of tree/hall – time and names; clearing up
 - 2) Santa grotto: Decorating/making Santa grotto – time/names; Santa – who will be; Grotto presents? – also names for Elfes 😊 – DBS? – timing/tickets and que system to discuss
 - 3) Entrance and grotto ticket prices
 - 4) Stallholders – Meg to update
 - 5) Face painting – Anna to update
 - 6) Games / activities – to decide on all – who does what etc – Y6 games, gingerbread deco/arty stuff/pot of gold/guess the weight of the cake? etc.
 - 7) Secret Santa – who will run this from teachers? -wrapping paper/tape
 - 8) Adult raffle – printing of tickets/ticket sale/x3 top prizes/prize numbers
 - 9) Rota of helpers for different activities?
 - 10) Organising of float
 - 11) Risk assessment of the event – Meg has done this – to be communicated with all
 - 12) Anything else for Xmas fayre?
 - KS1 Christmas Story Night: decide on entry fee/policeman to read stories/ Tuesday 12th December – names of coordinators
4. Possible Events for next year – to be discussed if time allows
 - Art Gallery in January, to include drinks, cakes and pictures in frames to be purchased – **pictures to be made by children at school – PTFA will arrange this with teachers after Christmas break**
 - **Mums night- March- at school – to be confirmed**
 - Matchbox challenge – **April/Easter Half Term**
 - Spring Hanging Baskets – **May – KD to arrange**
 - Father's day Men shed workshop – **possible date early June – to be confirmed**

- A Spectacular Summer Picnic with Disco/ Magic show 06.07.2018 – to be confirmed

5. Spending Plans – 10 min
6. Any other business – to be discussed as time allows
7. Date/time/place of next meeting