

Broadwater Down PTA Meeting Minutes

Date: Tuesday 1st November 2016

In attendance

Anne Avis (Committee Member), Catherine (Committee Member), Gareth Jones (Treasurer)
Sarah West (Chair), Vicki Lonie, Rachel Flowerday, Catherine Fowler, Nicola Hill, Scott Gilchrist,
Emma Hunt, Carey Harper, Raj Chaturvedi

Apologies: Libby (assumed), Louise, Lauren, Miranda, Jutta

- Update on the Spooky Disco
 - Thanks to everyone for their help!
 - The disco made about £400 which is great.
 - Would be good to think about a DJ who will be able to get the children dancing as many spent time in the reception class room.
 - Checking in took a little bit of time. System didn't work so need to think about how to do it next time.

- Christmas Cards
 - These are back at school
 - Actions**
 - Carey has agreed to take these on – gathering money and ordering etc... THANK YOU!

- Raffle
 - Thanks to those who have brought in prizes.
 - Need to find out timescales for printing.
 - Draw to be done at KS1 Christmas event which is a week after the fair so we can shift more at the fair.
 - We have lots of smaller prizes but not the big prizes.
 - Actions**
 - Mrs Lonie thinking about how to make the sale more competitive so the children try to sell more – eg. incentivise with house points?

- Christmas Fair – Friday 9th December straight after school
 - Stalls
 - Bottle and chocolate tombola We've got 2 x own clothes days. One will be for bottles or chocolate (or possibly a wrapped gift).. Other for £1.
 - Cat has offered to run the tombola
 - Bric a brac/ (and) clothing?
 - Nicola to run clothing stall.
 - Ask people to bring in bric a brac and decent quality clothes to sell
 - Secret gift stall for kids
 - Sarah to pick Louise and Lauren's brain for cheap gifts.
 - We discussed whether this was something else we could ask people to bring in, but are concerned about making it more complicated.
 - Craft tables
 - We have some materials from other events.
 - Need to agree what to make them
 - Would like a volunteer to help run/ lead this?
 - Face painting

- Miranda has offered to do his – thank you Miranda!
 - Looking for more volunteers – and someone to do tattoos too?
 - Father Christmas!
 - Tanya is interested in helping set up possibly with Alex.
 - Scott will be Father Christmas – thanks!
 - Discussed how to reduce queues – proposed sending 5 children in at a time – to be scheduled (and paid for/ ordered in advance?)
 - Agreed we could also start the Fr Christmas earlier – before the end of the school day.
 - Tanya has an Olaf costume. Mrs Lonie to dress up!
 - Looking for someone who is handy with a camera to take piccies – any volunteers?
 - Need to get gifts and wrapped – there are some left from last year
 - School choir singing
 - Mince pies and mulled wine (and cake!)
 - Various people happy to bake cakes and help on the stall (Catherine, Anne, Trudie expressed an interest and Tanya’s mum perhaps)
 - Would need a license for mulled wine - Sarah to arrange.
 - Need cups for mulled wine. Anne and Gareth to see if they can get hold of some
 - Catherine will make mince pies.
 - Tea and Coffee / cold drinks for kids (jugs of squash).
 - Also hot dogs as Catherine has lots in her freezer – need to get rolls and veggie options
 - Run a ‘guess the weight of the cake’ – and maybe ‘how many sweets’ here? Tanyas mum to make a cake perhaps?
 - Jam jars
 - Louise is already filling some jam jars.
 - Will ask the school council to get other people to fill. Looking for 200 jars.
 - Pin the nose on Olaf?
 - Balloon alley game in room next to Mrs Lonie’s office.
 - Christmas cracker joke machine? Could be a fun stall - ask kids to write them in class.
 - Also set up the card game (pack of cards out and prizes/ boobie prizes on each to win depending on what card drawn.
 - Dom Mahoney doing the poster. Sarah to pass on information.
- How else support the school?
 - Serving tea and coffee at events – open mornings (next one Wednesday 16th November – 9.30 – 10.30 open morning)
 - Sarah to speak to Dawn about coffee morning
 - Communication
 - What do people prefer? Anyone else want to be admin on FB?
 - Happy for Sarah to continue but need to make the group ‘Closed’ rather than secret.
 - Next meeting?

We agreed a meeting before the fair on Monday, 28th November – same place!

List of stalls we'd like help with – both on the day and in preparation

- Bottle and chocolate tombola
 - Cat has offered to run the tombola – other hands to help
- Bric a brac/ (and) clothing?
 - Nicola to run clothing stall.
 - Help for bric-a-brac stall needed
 - Need people to bring things in for these stalls please!
- Secret gift stall for kids
 - Would like a volunteer(s) to help run/ lead this?
- Craft tables
 - Would like a volunteer(s) to help run/ lead this?
- Face painting
 - Looking for more volunteers – and someone to do tattoos too?
- Father Christmas!
 - Any other interested elves!?
- Mince pies and mulled wine (and cake!)
 - Think we have a bit of help on here but always good to have cakes baked!
- Jam jars
 - Would be great if each class could perhaps do 20 -30 or so of filled jars – filled with sweets and mini toys etc...
- Pin the nose on Olaf?
 - Would like a volunteer(s) to help run/ lead this?
- Balloon alley game
 - Would like a volunteer(s) to help run/ lead this?
 - Have a few people that have offered to come and help blow up balloons!
- Christmas cracker joke machine?
 - Would like a volunteer(s) to help run/ lead this?
- Card game stall
 - Would like a volunteer(s) to help run/ lead this?

OR anyone that is just happy to help to set up/ during or clearing up would be great. Please email broadwaterdownPTA@gmail.com, sarahwest170@gmail.com or add your name to a list I'll put up next the office! Thank you!