

PSA xmas fair planning

Monday, 30th October 2017

Attendees

*Maria Soulsby
Gemma Rundle
Alison Singh
Caz Bargery
Eleanor Holton
Alan Brown
Maria Krailing*

Agenda

- Xmas fair
- Event ideas
- Volunteers

Minutes

Xmas Fair fundraising ideas

- Sponsorship – Taylor Brightwell boards
- Raffle prize donations (Christmas cake/xmas wreath/meal for 2 three tuns etc) – contact local businesses (Sarah Morton to forward letter template used last year)
- Mince pies/mulled wine/mulled cider etc – contact local suppliers/supermarkets for donations (Paula to forward letter template used last year)
- **Gemma Rundle to manage**

Xmas Fair stalls

External- Maria Krailing to manage

- jewellery
- inflatables/sweets
- honey
- brownie lady (biddenham under 5's)
- jewellery 2
- cotton candy
- Edible ornamentals??
- Other?

Internal Allocate each class to a stall??

- Hot drinks/Minced pies stall – Mikky & Maria to manage
- Tombola stall – Ian & Rachel to manage (tbc)
- Lucky dip stall - Lydia to manage (tbc)
- Art & Crafts stall – Natasha/Gaynor/Fiona to manage (tbc)
- Carrot game – Susan Henderson to manage (tbc)
- Hot chocolate/reindeer food/elf donuts – Eleanor/Gemma/Caz to manage
- Raffle – Brownie to manage
- Face painting – Cathy to manage
- Father Christmas & Santa's grotto(decorations/gifts etc) – Brownie & Alison to manage

Xmas Fair organisation

- Prizes/craft materials/Lucky dip presents - Maria & Alison doing Costco shop
- Send invite & info to parents – Eleanor to design poster/flyer for newsletter
- Tombola bag to go in book bags – to include with Eleanor's flyer

Contributions from parents:

- Ask for...
- Books & Childrens DVD's – to sell at a stall
- Jam jar tombola (fill a brown bag with sweets/party bag toys etc)
- Volunteer their time (on the day/ or prep time)
- All to be included in poster for newsletter – Eleanor

New event ideas

- Parents coffee morning / presentation – launch classlist app (date tbc)
- Xmas wreath making / bring your own wine/ church barn (Caz/Alison contact florist/venue – look into options)

Next meeting agenda

- Meeting next on 5:30pm Tuesday 14th @ School
Christmas Fair is **high priority**
- 1. Discuss policy for funding decisions / process for requesting, agreeing requests
- 2. Ideas for encouraging parents & wider community to get involved, classlist app & launch
- 3. Role of 'friends of St James' Facebook page
- 4. 2018 events calendar - what we will do next year and when