

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee Meeting

15/10/19 8.00PM | Meeting called by Tracy King

Committee members

Tracy King (Chair) | Sarah Riggott (Vice Chair) | Lisa Shaw (Secretary) | Anna Hills (Treasurer) | Joanne Pollard (Events Manager)

Item Discussion

1. **Minutes from previous meeting:** 30th September 2019: True and correct record
2. **Treasurer Report:** see attached. AH is organising the accounts, for each meeting, replicating the end of year accounts. Income and expenditure (Events) and Monthly Cash Income and expenditure accounts (bank).
Committee has told TK that she must claim all expenses so that the next chair/committee understand the costings for each event. TK can gift it back if she wishes.
Funding: Awards for All: SR to look into it,
Tuck; We have decided to put tuck against miscellaneous and not events as it isn't a true reflection of events as the tuck is on a constant roll and it will be easier than constantly stock taking.
Parentkind: Card machine/website?? 1.75% AH to look into it

Events Review

3. **Family Fun Day** (Reception Parents): Sunday 6th October 1pm-3pm
 - Attendance: good turnout
 - People stayed to the end
 - Engaging activities
 - Appreciated by parents: good feedback
4. **Book Fair:** October 7th – 9th
 - TK completed final stock check
 - Bookcases being collected tomorrow (Wednesday 16th)
 - Takings: £1855.20
 - AH to bank cash this weekend
 - Sales flowed well throughout the evening

Maybe next year the book fair could be in the reception at Unity as well as Brookwood to promote sales and pester power.

Item Discussion

5. **Movie Night:** Monday 14th October. Unity Place 4.30pm – 8.15pm.

- 112 tickets sold over the 2 movie nights
- Takings £224
- Pre-sales 83: £166
- More at the KS2 showing - over 70 pupils
- Kids loved the hot dogs and snacks. Not much wastage.
- Behaviour good
- Perfect timing for the movie

Consider doing it over 2 nights

Max 75 for each one

More staff needed at the door and toilets

People struggle getting there for 4.30pm

Future Events

6. **Xmas4Schools**

ACTION: All forms to go out this week and be returned after half term.

7. **Design Competition**

Not linking design comp to Xmas4schools to give the children more creativity for designing the products.

ACTION: Design competition forms to go out this week. Reword the flyer “The design will be the face of our Christmas Fair promotional materials” until we decide what we’re going to do about the programme.

8. **Christmas Shopping Night:** Monday 11th November at Unity Place. 7pm till 9pm

- Stalls £15
- Think we can fit around 16 stalls in the hall
- Entry: £1 to get as many through the door as possible
- Drinks and snacks on the night: Mince Pies, Mulled Wine, Christmas Cakes, canape.
- TK to order banners for either site
- TK has sent the flyers to school to go out tomorrow (Wednesday 16th)
- Stallholders verbally confirmed (awaiting booking forms)

Tropics:	Beauty
Body Shop:	Beauty
Hidden Hut Pop Up Shop:	Scarves, Hats etc
Lemon House Gifts:	Gifts
Village Crafty Makes and Bakes:	Christmas Decorations etc
Tanyas Baking: Got form, BT	Cakes
Big Bang Photography	Photograph Vouchers

Item Discussion

Treasured Presents Toy Shop Toys
Matty's soy candles and wax m. Candles and melts
Sofia Ryan Forever flowers and candle
Trinity Stall

Stallholders who can't attend: Chocobella, Lotties Tea and Coffee, Barrica Wines,

ACTION: SR to look into TC Jewellery, Rivington Chocolate, I heart Jam, Windy Designs

Possible others yet to confirm

Sarah Jayne Creative: personalised prints, cards, invitations and business stationary.

Florablossom: Headbands, bows, baby gifts

Julie Booker: Fabric wreaths and felt Christmas decorations.

Flamingo Paperire: Christmas cards

Toys Corner: Toys

Scarves and Sparkles by Lisa Hood: Jewellery

9. **Christmas Fair:** Saturday 30th November at Unity from 12pm till 3pm.

Raffle Prize: Decided on iPad for first choice as it is for any age. JP going to ask contacts for Raffle Prizes

Stall Holders: Tanyas baking and Big Bang Photography confirmed. Who else do we want?

PFA Stall: PFA Sweet Shop and Presents

Programme: Made a loss on the programme in the summer, getting more difficult to find people to advertise. Do we need a programme? JP insistent that we need one or some form of one whether it be a trifold or less pages. Need to advertise around the village, it looks professional.

Santas Grotto: Eddie confirmed as Santa. Messaged Dawn for the costume. Letter To Santa and What's your Reindeer Name in the Grotto

Stalls: Chocolate Tombola: Donations

Bottle Tombola: Donations

Toiletries Tombola: Donations

Sarahs Balloons: Confirmed

Hair Braiding:

Face Painting:

Nail art/Glitter Tattoos

Item Discussion

Games: Choco cards:

Bauble Bobbing:

Olaf in one:

Mince Pie Madness:

Grabber game/Pick a Prize

Refreshments: BBQ, Chili, Hot Drinks, Mulled Wine (or non-alcoholic)

First Aid: Committee decided to have Chorley's Angel again for the first aid

Other Ideas:

Reindeers

Snow globe

Magic stall

ACTION: TK needs to organise the booking form for stalls and advertising, Chorley's Angels and research into Snow Globes and Reindeers.

Winter Disco: Monday 16th December at Unity 4.30pm – 8.15pm

Simon confirmed

£1 entry and tuck to sell

Split into 4?

Future Events:

Family Friendly Quiz Night in January (date TBC)

Movie Night: 10th February

Easter Bingo: Monday 30th March

Spring Disco: Monday 18th May

Summer Car Boot Sale?

Summer Fair: June 20th or 27th: Theme??

Leavers Disco: Friday 17th July

Bogeyed Jog: to open the new track at Unity??

Crazy Hair Day?? Feb?

Beetle Drive??

5p challenge or Penny Wars

AOB

Marketing: Need to promote ourselves more at events. Need flags, T-shirts, brag board – Monies raised, monies spent, post your comments section, charity details, who's who, lucky numbers, how to get involved.

Maybe an idea when we have sorted all the promotional materials to have an open meeting and invite everyone.

Item Discussion

Family Funday: have the week before the AGM so that we can publicise on our new bragging board.

Recruitment: Discussed with JW. She is going to directly approach people to see if they are interested.
