

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee

20/11/18 8pm | Meeting called by Tracy King

Committee members

Tracy King (Chair) | Anna Hills (Treasurer) | Julia King (Fundraising Manager) | Jo Pollard (Events Manager) | Sarah Riggott (Vice Chair) | Helena Royston (Secretary) | Liza Shaw (secretary)

Full committee meeting

TK to forward completed minutes from previous meeting

Sub-committee events meeting was held last week, and we went through every page of the programme including games, tombola's and stalls.

Raffle tickets went out to one set of siblings instead of every child to avoid waste.

JP to post on FB that everyone should have received them and if not to ask at the school office as they have been given spares.

The funding letter went out last week too and as result we have had 3 offers of kit sponsorship. Waiting for Mr Glazyer to come back with prices.

Fashion Show – this was cancelled due to lack of interest in buying tickets and all tickets that were bought, monies were returned.

Xmas4Schools – improved on profit from 2017 with approximately £70 profit.

Christmas Fair programme is at the printers and hopefully we will receive them on Friday and in book bags for the weekend.

Raffle prizes were confirmed for the Christmas fair.

PRIZE LIST	PRIZE	WINNER	TICKET NO.
FIRST PRIZE	iPad		
SECOND PRIZE	Overnight stay with dinner at The Renaissance Hotel, Manchester		
THIRD PRIZE	Glamping Bell Tent Party worth £125		
FOURTH PRIZE	Preserved Roses in a Large Hat Box		

OTHER PRIZES	Hamper from Buckshaw Tesco		
	Spray Tan from Sunseekers		
	Spray Tan from Sunseekers		
	1-month free membership to Gymworks		
	1-month free membership to Gymworks		
	Domino's Pizza Voucher		
	Family Ticket to VAMP production Sleeping Beauty		
	Matalan £50 voucher		
	Latch - reserved table for 4 with bottle of Prosecco		
	AM-PM Academy £30 voucher to use for dance/drama lessons		
	Tiny Rockers Pass		
	La Corte £20 voucher		
	Bobbin Mill voucher		
	Luxury Cadbury's Hamper		
	Toy Hamper		
	Specially Selected Hamper		
	Black XS Perfume Gift Set		
	Fizz & Chocolate Gift Set		
	Molton Brown Travel Gift Set		

TK raised the issue of the cost of printing Christmas cards using the competition winners. TK pointed out that the costs of printing the 4 individual images may make the pricing too expensive in order to be able to turn over a profit. The committee looked at the possibility of running 500 cards with all four images on to avoid 4 separate set up costs. This would have meant a cost price of £4.44 a pack which the committee would need to sell at £5 a pack. The decision was made not to proceed with printing the cards.

Advertising

AH confirmed that there is no payment from gym works in the account so far. AH to check and JK to chase.

JK is to chase Cheeky Monkey's, Little Explorer's and Redrose

JK has created an excel spreadsheet which contains all the contacts on the back for the invoices.

Christmas fair update

TK confirmed that Eddie will be Santa.

The committee discussed the pros and cons of where to have the grotto. The committee decided that inside is the best place and TK is waiting for JW to confirm if the spare classroom is available.

Tk has ordered banners for the corridors, a Santa banner for the background and there will be two trees. The committee agreed it would be more effective to have no baubles and go for an authentic forest look.

Gary Salters is doing the BBQ and sourcing the burgers from Warburtons.

The committee agreed that 100 burgers and 100 hotdogs should be enough.

Helpers for the fair

Year six have mainly signed up to help with Santa, Mrs. Kenyon is to talk to year 6 to see if we can fill some of the gaps on the other events.

Katie Shaw, Mustafa and Emily Fraser were chosen to help in the grotto as they are able to help the longest, which is the least disruptive to setting up and running the grotto.

Phoebe M, Mollie T, Hollie and Thomas Bramwell have been chosen to help with the clean up.

Adult volunteers

TK overall supervision

SR – balloons

LS – own stall

AH – alcohol tombola with Claire Salters

JK- chocolate tombola with Claire Davies

JP and HR – grotto

Pamela T and friend – refreshments

Sarah Peters and friend – toiletries

Charlotte Salters and Hannah Davies – games stall

Nicola Tipton and Matt – Olaf game and mince pie game

Jenny and Daniel – guess the monkey

JP mum and Ralph – Christmas stall

Alexandra – nails

Sandra Parker – braiding 12-2pm

The committee agreed that we will leave the face painting if the money doesn't come to us.

TK confirmed that lollies will be used as spot prizes and in the grotto and on the Christmas stall.

The committee decided that the Christmas pops would be £1 and unicorn lollies £1.50.

The committee debated the pros and cons of card machines. LS showed her card machine and explained the costings. Hers has a £1.75 fee per transaction. It was discussed as a possibility for the Christmas stall.

JK, TK and JP are collecting donations on Friday from non-uniform.

AOB

Movie night – The committee can't advertise or pre-sell due to the license conditions. The committee discussed a sell on the door event with a first come first served maximum capacity. IT was suggested the movie night should run from 6-8pm with a £2 admission charge and an onsite tuck shop.

Next meeting: Wednesday 28th November at 9am at The HUB