

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Events Sub-Committee

04/10/2017 9.10am | Meeting called by Tracy King

Committee members

Tracy King (Chair) | Jo Pollard (Secretary) | Julia King (Vice Chair)

Minutes from previous meeting

Minutes accepted as true record

Grant Form

We have applied for a Local Member Grant to cover the cost of the Christmas Programme. We have applied for £410 - which is what it cost us for the summer fair programme – so all monies raised from advertising will be profit. Waiting for LCC to approve.

ACTION: TK to email LMG to see if the paperwork was validated.

MacMillan Coffee Morning

MacMillan Coffee Morning was a great success. The biggest/most attended MCM event that the school has organised. We raised £322.19

ACTION: TK to bank the monies for receipt of payment and SR to write a cheque to send to MacMillan

Quiz Night

Quiz night 13/10/17

Doors open at 7.00pm for prompt start: 7.30-9.30pm

Cryptic story: 20pts (ask John K to email through)

7.30-7.45 round 1 Science & Nature 10pts

7.45-8.00 round 2 Entertainment 10pts

8.00-8.15 round 3 Sport 10pts

8.15-8.30 comfort break

Picture flyer: Music 20pts (10 pics but need artist/ album?)

8.30 - 8.45 round 4 History 10pts

8.45 - 9.00 round 5 General Knowledge 10pts

Joker can be played on any 10 question round!

£2 p/p

Or £10 per team of 6 (maximum no of participants)

Aim to get 10 teams = £100 or if we charge £3p/p or £15 per team = £150

Bring a bottle

Soft drinks and nibbles available for:

Cans 70p

Water 50p

Crisps £1.50 p/bag

Popcorn £1.50 p/bag

Chocolate share bag £1.50

Sweets share bag £1.50

Drink: BYO

Dominoes Sponsoring the event. 2 slices per person. Food arranged for 8.10pm. JP designed posters for the quiz night and are displayed in both schools and the school gates. TK advertised Quiz night on Facebook on 29th September. and need to advertise on Facebook. Also discussed nibbles. Nuts, Crisps, Popcorn, Share bags. JP to create a sign-up sheet so that we have an idea of numbers.

ACTION: JP to create sign-up sheet

ACTION: JP to finish writing the Quiz

Book Fair

TK had a meeting with S Kenyon on Friday 15th September. Discussed what she been given by Scholastic. Year 6 Pupils to design the bunting for decoration.

ACTION: TK to look at Book Fair Materials

TK to create promotional materials for book fair

TK to organise materials to go home in book bags

TK to arrange volunteer list to help on the night

Xmas4schools

TK Lead

TK has discussed Xmas4Schools with JW. TK asked if the pupils could spend part of the last day of this half term to draw their pictures. JW preferred that we send it home with the pupils instead. The boxes have arrived.

ACTION: TK to look at the materials that have been sent.

JK Lead

The Filling Factory can host the event.

We've got the filling factory!! 😊

£3 glass of prosecco on arrival, min 100 people tickets sold, £10 raffle prize voucher. No tables though so we need to work on that.

JK completed market research into what people would pay for tickets. £10 was an acceptable price for the tickets some would even pay up to £15.

Price would include: £3 glass of prosecco on arrival

An array of bespoke gifts on display

Nibbles

Entertainment

Entry into raffle

JK given update on possible stallholders. Discussed each stall holder and whether they are suitable for the Ladies night or the Christmas Fair as we didn't want the same stallholders at each event because people would just get bored. Stall holder fee £15.

Decided to limit to 10 stallholders and made sure we had a range of different products on offer.

Raffle Ticket Prizes:

£50 Matalan Vouchers

£20 forever Living Voucher

Stella and Dot

£10 raffle Prize from Filling Factory

Magnum of Prosecco

Discussed the layout for the evening.

Karen Makin (Slimming World) can only advertise as she has a session on Thursdays.

ACTION: JK to confirm Stall holders and send info.

ACTION: TK to email JK with the stallholder booking form from summer

ACTION: JK to research entertainment options

Children in Need: Need to Bounce Event

TK Lead

JW has asked if the Bounce could be moved to Tuesday 14th November as Radio Lancashire are coming into school. TK emailed SJ Enterprises and they can change the date. Bouncy Castles will be arriving first thing in the morning and school can then organise when the children are going to use them. Changed the title of the event as it isn't a sponsored event. The title is **Need to Bounce**. The children will pay £1 to bounce which will all go to Children in Need.

ACTION: TK to email SJ closer to the time.

TK to discuss the details with JW closer to the time.

Christmas Fair

All lead

JK had to leave. TK and JP discussed @things we could sort out now'

TK Lead

Santas Treat Box

TK bought one of these a couple of years ago. Cost £20 ridiculous price. TK looking how much it would cost to produce one. TK and JP agreed that it would make a lot of profit. It can also be made now to get them done and dusted.

ACTION: TK to cost up 50 Santa's Treat Boxes.

ACTION: TK to order the materials required to make it

ACTION: TK to make the packs



Santa's Treat Pack™ (Cardboard)
£20.00 from *The Festive Studio*

TK Lead

Hot Chocolate and Reindeer Cones:

Hot chocolate reindeer cones – Make up hot chocolate cones to look like Rudolf. Fill a plastic cone with powdered hot chocolate at the bottom and fill the top half with mini marshmallows. Draw a reindeer face on the cone and tie it with festive ribbon.

EASY DIY GIFT -Reindeer Hot Chocolate



- 2 Piping Bags – we used [12 inch piping bags](#)
- 1 Hot Chocolate envelope – We used these [Swiss Miss hot chocolate packets](#)
- 2 tbsp Mini Chocolate Chips
- 1/3 cup Mini Marshmallows
- 1 Red Pom Pom Ball
- 2 Google Eyes
- 1 Rubber band
- 1 Brown Pipe Cleaner
- Glue

Snowman Soup



Reindeer Poo



Sweet stocking fillers – Buy clear cellophane bags in bulk from a wholesaler or eBay. Fill with either milk chocolate raisins (reindeer poo), mini marshmallows/white chocolate buttons (snowman poo). Design your own paper label, fold over the top and staple shut.

ACTION: TK to cost 50 Reindeer Hot Chocolate Cones, 50 Snowman Soup and 50 reindeer Poo

ACTION: TK to order the materials required to make it

ACTION: TK to make the packs

We didn't have time to discuss anything else but kept the points from the previous meeting to discuss next week.

From the Previous Minutes.

Christmas Fair is in the diary for Saturday 2nd December.

Adverting: Are we getting banners for the event?

Raffle Tickets: Need to sort out prizes so that we can get the raffle tickets printed by mid-November. Got a Samsung phone (S8)! Tablet?

JP and TK went through the PTA UK list (A-Z of Christmas Fairs)

Opening of Fair: School Choir or/and Buckshaw Vamps?

Santa's Arrival: Horse and Carriage?

Rotary Sleigh?

Fire Engine?

Police Car?

Digger?

Subway Bike?

SANTA'S GROTTTO: Where? Classroom? Outside? Marquee?

Decorations: Theme?

- *Winter Wonderland? IN or OUT*

Winter wonderland – Why not hold your Christmas fair in the late afternoon, with all the stalls outside and fairy lights leading to Santa's grotto. With everyone wrapped up in hats and scarves, it's sure to have a wintery feel as the afternoon draws in. Decorate stalls with paper snowflakes made by pupils and fairy lights or even fake snow if you want to push the boat out (and if your school caretaker agrees!). Sell mulled wine and hot chocolate to keep everyone warm while they browse.

Elves: Year 6?

Presents: Facebook Poll suggests books

Cost: £2 or £2.50

- *Entry into Grotto*
- *Gift*
- *Candy Cane*

In 3 hours Santa can see approximately 60 kids. Do we have 2 Santa's?

Selling Tickets:

Pre-booked Santa Pass? Parents can fill in info for the child so that its more personal.

Long Queue? May get more people through the grotto

Post Box

Children write their list to Santa, post their letter! Need pre-printed sheets ready. Fold to create envelope.

CHRISTMAS FAIR FOOD:

Baps filled with Turkey & Stuffing

Bacon Rolls?

Hot Dogs?

Mince Pies?

Waffles?

Popcorn?

Burgers?

ACTIVITIES:

Auction?? Discussed and thought it should have a separate evening. Didn't quite work at the summer fair but the sound system was down. Do we give it another go???

Craft: Lots of things that can be done with craft but it needs its own space. Discussed Angela taking a lead on this one to promote Get Crafty.

Sarah's Balloon Extravaganza: Our very own Sarah Riggott and her fantastic balloon skills.

Bauble Bobbing: Similar to hook a duck so already got resources

Bauble bobbing – Similar to a 'hook the duck' game, fill a paddling pool with Styrofoam shapes and Christmas baubles. Participants hook the baubles out of the pool. Each bauble has a different coloured spot, each colour representing a prize.

Choco Cards: Already got cards – just need chocolate - donations

Choco cards – Lay one pack of cards out on a table, placing a wrapped chocolate on some of the cards, with booby prizes or nothing on the others. The children choose a card from another pack, and win whatever is on the corresponding card.

Drop the coin on the Reindeers Nose: Easy, Quick, Complete

Drop the coin on Rudolph's nose – Fill a big tub of water and drop a laminated picture of Rudolph in the bottom. Land a 50p on his nose to win, an easy money spinner.

Face Painting and Nail Art: *Again, a no brainer! Always a hit. Resources available.*

Face painting – Think festive: snowmen, reindeer and snowflakes and swirls.

Nail stall – Nail painting is always popular. Use quick dry nail paint and use nail art pens to allow you to quickly draw designs: polka dots, flowers and snowflakes are easy and eye-catching.

Giant Snowman: *A bit like the bean bag toss but will make it out of MDF to stand up.*

Giant snowman – Draw a giant snowman with holes cut out and get children to throw three balls, a prize for getting a ball through a hole.

Gift Room JP explain

Guess the Reindeers Birthday

Guess the reindeer's birthday – A good game to play to relieve the wait outside Santa's Grotto, rather than a money maker.

Knock Santa off the Chimney

Mince Pie Madness

Mince pie madness – Create out of cardboard/ hardboard a large Santa's face and cut out a hole where his mouth should be. Children can aim mince pie shaped toys at his mouth and win prizes for getting any in. Remember to make it trickier for older participants.

Pin the Nose

Pin the nose – Just like pin the tail on the donkey! Rudolph, Olaf (Frozen) and other Christmas characters are fun to use and prove very popular.

Photo Booth: *Different ideas of how to run it.*

Knock Santa off the chimney – A simple but fun game, just like the funfairs do it, sit a stuffed Santa on a platform decorated like a chimney; three chances to win by knocking him off with a ball.

- *Elf Yourself?*
- *Selfie?*
- *Family Photo?*
- *Photo Stand?*

Photo booth – Gather the silliest Christmas hats, funky glasses, tinsel, and decorations to create a Christmas booth. Add a homemade Christmas frame for fun. Find a quiet space, borrow a camera and offer to email/print the pictures for a cost. Make it a challenge, the silliest photo of the day wins a prize. Stuck for a photographer? "Let the Y6 run it as a selfie booth and charge per person rather than per photo"

Personalised Christmas Bauble

Personalised Christmas bauble – "At a recent Christmas fair, a lady had boxes of red, blue and silver baubles. For £1 each, she personalised one of your choice with child's name just using a silver pen. She must have made a fortune as she sold out quickly." Pop the decorated bauble in a paper bag with tissue paper in to make it feel extra-special. Children will also love this if you offer to write a message on it "Love you, Mum/ Best Dad in the World", with their name; great present idea for kids to give relatives, and a lovely keepsake for the recipient.

Rudolph's Magic Carrots

Rudolph's magic carrots – All that's needed for this one is a bunch of carrots, a coloured pen, a tray of sand and some cheap prizes. Put Rudolph's carrots in the sand and pull them out to find a winner (the ones with coloured tips)!

Where's Santa?

Where's Santa? – Create a map of the world to guess where Santa is. Get children to put a sticker or pin where they think he is and record their details against it. Later on, pull a country out of a hat and the winner gets a stocking filled with goodies.

STALLS

Cake Stall: *Obvious one. Always does well. Donations of Cakes.*

Sweet/chocolate Stall: *Obvious one. Always does well. Donations of sweets/chocolate*

Book Stall: *Again, rely on donations*

Uniform Stall: *Instead of Oct.*

Class Stalls: *Will Mrs. W go for it!!*

Class stalls – Each class runs their own stall and spends as little as possible in the race to making the most money. Teachers and children to staff the stalls and a prize goes to the class stall that raises the most. "Class stall competitions on who can raise the most money is always a huge hit."

Coloured stalls – Each class/ year group has a different colour and children bring in things new and old of that colour, with teachers of that class/ year staffing the stall. "Kids love it, it's like a swarm of locusts over the stall and most items are sold really quickly – within one hour."

Pets Corner

Pet's corner – Make up your own stockings for pets by buying bits and pieces from a wholesaler, including a ribbon and a gift tag.

Tombolas

Chocolate

Bottle

Christmas Treat Stall: To include Santa's Treat Packs, Reindeer Hot Chocolate, Snowman Soup, Reindeer Poo etc.

COMPETITIONS

Biggest Mince Pie Competition

Winter Disco

Book Scruff??

Meeting Finished 12pm

Next Meeting: ESC: 11th October @ The Hub 9.10am

ESC 18th October @ The Hub 9.10am

Committee: 19th October @ Jo's 8.00pm