

# MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

## Events Sub-Committee

17/10/2017 9.10am | Meeting called by Tracy King

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### Committee members

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Tracy King (Chair) | Julia King (Vice Chair)

Apologies: Jo Pollard (Secretary)

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### Minutes from previous meeting

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Minutes to be agreed at a later date.

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### Grant Form

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Received an email from the LMG to request copy of our safeguarding policy. **A copy of the policy has been emailed.**

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### Book Fair

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TK had a meeting with S Kenyon on Thursday 12<sup>th</sup> October. Discussed the forms that TK had produced (Covering letter, order forms and sheets for infants. S Kenyon was happy with forms. Discussed timetable of events.

- All resources to be photocopied this afternoon (12<sup>th</sup> October) and given to SR and JN.
- Books would arrive in school on Wednesday 18<sup>th</sup> October
- SR and JN would distribute them to class teachers first thing Thursday 19<sup>th</sup> October
- Each class will have 15 minutes to spend at the book fair (taking their order forms with them so that they remember which book they liked)
- Information to go out to parents Thursday 19<sup>th</sup> October.
- All forms and monies sent into school to be put in the PFA boxes to be collected and organised.

S Kenyon thanked us for everything we do for the school and the children.

**ACTION: TK to put posters up in school on Tuesday 17<sup>th</sup> October.**

**TK to collect forms etc. from the offices daily**

**TK to arrange volunteer list to help on the night.**

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### **TK Lead**

TK has organised all resources to go into school.

Important dates: All order forms to be sent back to school by 10<sup>th</sup> November

Orders to be with Xmas4Schools by 19<sup>th</sup> November

**ACTION: TK to email JW on what she wants us to do.**

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### **Ladies Night**

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### **JK Lead**

Stall holders confirmed so far:

- Little Chic
- Hidden Hut Pop Up Shop
- Tropics
- Pheonix Trading
- Little Bowtique: Need to borrow a table
- Frankie Sense
- Forever living

All the above have been emailed with the booking form.

Just Float and Slimming World are just advertising with banners and leaflets as they cant be there.

Still to confirm: Stella and Dot.

2 Stalls still available.

### **Costings**

#### **Outgoings**

Filling Factory - £300 (Minimum numbers are 100 as set by the Filling Factory)

Band £300

Nibbles £50 budget

#### **Income**

Stallholders £165 (11 x £15 fee)

Ticket Sales £1000 (for 100 tickets)

Raffle tickets - £200 guesstimate

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Expected Income Total - £715

Based on selling 100 tickets.

The event has been advertised on Facebook.

Ticketing has been set up on Eventbrite.

**ACTION: JK to confirm remaining stall holders**

**JK to book the band**

**JK to ask FF if they can promote the event**

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## Children in Need: Need to Bounce Event

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### **TK Lead**

*JW has asked if the Bounce could be moved to Tuesday 14<sup>th</sup> 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.*

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## Christmas Fair

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### **All lead**

### **TK Lead**

### **Santas Treat Box**

TK ordered the materials for the Santa's Treat Box.

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

**ACTION: TK to make the packs**



Santa's Treat Pack <sup>TM</sup> (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

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We didn't have time to discuss anything else but kept the points from the previous meeting to discuss at full committee meeting.

**From the Previous Minutes.**

*Christmas Fair is in the diary for Saturday 2<sup>nd</sup> 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*

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*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*

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**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, Completive*

**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**

**Knock Santa off the chimney** – A simple but fun game, just like the funfairs do it, sit a suited Santa on a platform decorated like a chimney, three chances to win by knocking Christmas characters are fun to use and prove very popular.

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

- *Elf Yourself?*



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- *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!!*

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**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*

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### *Winter Disco*

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Book Scruff??

Discos on 2 separate nights?

2 Separate DJs

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Meeting Finished 12pm

Committee: 19th October @ Jo's 8.00pm

Next Meeting: ESC: 25<sup>th</sup> October @ The Hub 9.10am