

# MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

## Committee Meeting

27/11/19 8.00PM | Meeting called by Tracy King

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### Committee members

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

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### Item Discussion

5 **Minutes from previous meeting:** 20<sup>th</sup> November 2019

#### **Treasurer Report:**

Total: £2677.40

Funds out: £1200 Floats

£17.50 Expenses

£211.14 Expenses

Funds in: £2.00 Lucky Numbers

£186.00 Christmas Shopping Night

£283.50 Xmas 4 Schools

£79.50 Xmas 4 Schools

£15 stall holder (Hughes)

£15 stall holder (Tahir)

Raffle tickets collected 27<sup>th</sup>: £344

#### **Lucky Numbers**

Lucky number drawn no. 36

**ACTION: set up payment for Lucky Numbers winner**

**Christmas Fair:** Saturday 30<sup>th</sup> November at Unity from 12pm till 3pm.

**TK distributed raffle tickets: Got approx. 60 booklets to sell at the fair.**

**JW and CC to sell tickets at the fair.**

**Tickets sold so far: £344**

**Prizes in prize box with list for the fair**

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**Raffle Prizes.** 1<sup>st</sup> Prize: iPad or Samsung Tablets (TK)  
2<sup>nd</sup> Prize: Renaissance Hotel Weekend (TK)  
3<sup>rd</sup> Prize: £50 Hair on the Square Voucher  
4<sup>th</sup> Prize: £50 Next Home Voucher – donated by Redrose

Hampers: Kinder Hamper: (JP)

American Hamper: (JP)

Food Treat Hamper: (TK)

Others    2 Weeks Family Pass David Lloyds (TK)

Aroma Spa Voucher (TK)

3ft Chocolate Santa (JP)

Magnum of Processco (JP)

Mattys Candle and holder (AH)

2 Free Little Voices Lessons (TK)

True Bearing Piggy Bank (TK)

Nana Jans £20 Voucher (TK)

JSK Dance: Free Term of Dance lessons (still to get)

AK Athletic: 1 week of classes (still to get)

Flying Pizza Co.

Party Box: KFC (till to get)

Redken Hair essential Kit (TK)

**ACTION: Sort all prizes, put vouchers in coloured envelopes.**

**Stall Holders:** Tanyas baking, Big Bang Photography, Toys Corner. Chocolate Flow  
Stall holder fees: £15. All paid apart from Chocolate Flow to pay on the day.

**PFA Stall:** PFA Sweet Shop and Presents (JP to organise)

**PROGRAMME printed and distributed**

**Cost £355**

Revenue: £285 from adverts

Stalls: £60

**Total: £345**

**Santas Grotto:** Eddie confirmed as Santa. Dawn has the Santa costume ready. Letter to Santa and What's your Reindeer Name in the Grotto

**ACTION: TK and JP to start setting up at 6.00pm. Things for Santa Grotto: Christmas Tree, Plastic gate, disco balls, grabber.**

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**Item    Discussion**

**Stall Labels:** TK to check labels and print accordingly.

**Stalls:** Chocolate Tombola: Donations

Bottle Tombola: Donations

Toiletries Tombola: Donations

Sarahs Balloons: Confirmed

Hair Braiding:

Face Painting:

Nail art/Glitter Tattoos:

**Games:** Elf Surprise: Prizes given

Pick a Pudding: Chocolate Nutcracker: **TK tub, bubbles and hooks.**

Olaf in one: Badge **TK to check and make new arms and stand**

Mince Pie Madness: Erasers **TK to check, cover up screws and make stand**

Wishing Tree: a chocolate coin: **TK to make poster**

Toy Story Claw: Toy story figures **JP to organise**

Elf Trail: Elf Money Box: **TK to make sheets and poster**

**Craft Table:** Craft and biscuit decorating: **Chocolate biscuits, smarties, squirlies, glue and edible eyes to make reindeer biscuits.**

**ACTION:** Bold points above.

**Refreshments:** BBQ, Hot Drinks

Trio of Treats, Christmas Cake and Mince Pies

**ACTION: Refreshment List: JP**

TK ordered burgers: MS pick up Sat Morning

£0.70 per burger £105 £0.50 per sausage £75

Total: £180

AH ordered bun £45 15p per bun. Delivering about 9.30am to school.

**ACTION:** TK to bring BBQ stuff See requirements sheet

**Need:** Ketchup, mustard, cheese, squirty cream, mince pies, Coke, water, slow cooker.

**Volunteers:** see sheet

**First Aid:** Chorley's Angels confirmed.

**SET UP FRIDAY NIGHT:** JP and TK 6pm till whenever

**SET UP SATURDAY:** ALL COMMITTEE DOORS OPEN AT 9.15am

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