

# MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

## Committee Meeting

08/11/19 8.00PM | Meeting called by Tracy King

---

### Committee members

---

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

---

#### Item Discussion

1. **Minutes from previous meeting:** 30<sup>th</sup> October 2019 true and correct record

2. **Treasurer Report:**

Treasurers Report AH – See attached

AH to deposit funds for Xmas4Schools

£250 paid to school for the Planetarium and Brockholes.

Barclays Match Funding Donation £1000

PGL Coach £400

Planetarium £300

Brockholes £550

All funds requested have now been paid.

Xmas4Schools orders totaled £429.00 we have been invoiced for £351.99. Making a profit of £77.01

**Action: AH to bank the rest of the Xmas 4 Schools monies**

**TK to chase Hair on the Square payment from summer.**

3. Parentkind: Card machine/website?? 1.75% AH to research.

#### Events

4. **Design Competition:** Winner Leon Kesiak in Reception. He will receive his prize on Friday Morning worship. Prize given to JW.

5. **Christmas Shopping Night:** Monday 11<sup>th</sup> November at Unity Place. 7pm till 9pm

- Stalls £15
  - 19 stallholders confirmed
  - Can we bring all the tables we have.
  - Entry: £1 to get as many through the door as possible
  - Snacks
  - Cheese Sticks (LS)
-

---

**Item Discussion**

Treat Trio: Mince Pies, Stollen and Christmas Cake (JP)

Twiglets and mini Chedders (JP)

- Drinks

Non-Alcoholic Mulled Wine: Ribena Winter Spice

Cans

Water

Tea and Coffee

- Stallholders confirmed

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:	Cakes
Big Bang Photography	Photograph Vouchers
Treasured Presents Toy Shop	Toys
Matty's soy candles and wax m.	Candles and melts
Sofia Ryan	Forever flowers and candle
Trinity Stall	
Florablossom:	Headbands, bows, baby gifts
Flamingo Paperire:	Christmas cards
Toys Corner:	Toys
Sarah Jayne Creative:	personalised prints, cards, invitations and business stationary
Marbellous Jewellery	Jewellery
Livvy Loves	Gifts
Sun Seekers	Spray tan advertise
Hand Made by Joanne	Bows and headbands
Kaths Bows	Door Bows

**Agenda for the evening:**

Set up at 5pm: Label the chairs with the company name

Stall holders arrive from 5.30pm

Set up PFA stall and food in the hatch

Evening starts at 7pm

Finishes at 9pm

Clean hall, kitchen and reception

**Job Roles on the evening:**

- TK set up at 3.30pm.

---

**Item Discussion**

- TK welcome stallholders at 5.30pm
- CM set up stall and refreshments
- TK and SR on front of house for £1 admission fee
- JP in hatch serving food and drinks
- AH and SR on PFA Stall
- LS on Sofia Ryan stall

**ACTION: JP to organise the food**

**TK to organise the drinks**

**AH to organise the floats**

**TK to make sure we have access to school from 5pm till 9.30pm**

**TK to email Jo about Wi-Fi password**

**Acrylic frame: All proceeds go to Trinity PFA**

**TK to order cups**

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

**Raffle Prizes.** 1<sup>st</sup> Prize: iPad or Samsung Tablets  
2<sup>nd</sup> Prize: Renaissance Hotel Weekend  
3<sup>rd</sup> Prize: Red Rose or True Bearing

Hampers: Cadbury Hamper: donations

Kinder Hamper: JP

American Hamper: TK

Food Treat Hamper: TK

Others Big Bottle: donations??

Sleepee Teepee Voucher: JP to ask MS

2 Free Little Voices Lessons

True Bearing raffle prize

Red Rose

Nana Jans £20 Voucher

JSK Dance: Free Term of Dance lessons (new starter)

AK Athletic: 1 week of classes

Flying Pizza Co.

Party Box: KFC

**ACTION: TK to ask stallholders if they will provide a raffle prize**

**TK/JP to organise hampers**

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

---

**Item Discussion**

**PFA Stall:** PFA Sweet Shop and Presents

**ACTION:** TK to ask stallholders if they wish to attend the Christmas Fair as well.  
JP to organise PFA Stall

**Programme:** Sofia Ryan full page inside front  
Red Rose Back page  
Flying Pizza Co. Half page.

Page 1: Front Cover – Leon Kesiak

Page 2: Sofia Ryan advert

Page 3: Welcome and head teacher message

Page 4: Competition Entries

Page 5: Raffle Prizes

Page 6: Programme of events

Page 7: Map

Page 8: Funds raised & Spent

Page 9: Funds to raise and recruitment

Page 10: Flying Pig and GMM Adverts

Page 11: SJL

Page 12: Redrose

Revenue: £285 from adverts

Stalls: £60

12 pages including covers. Ask for 750

500: £325

800: £355

Banners: to go up on Tuesday 12<sup>th</sup> November

**ACTION:** TK to design poster to match the banners  
TK to ask for volunteers on FB  
TK to get PA System

**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:

---

**Item Discussion**

Face Painting:

Nail art/Glitter Tattoos:

**Games:** Choco cards:

Bauble Bobbing:

Olaf in one:

Mince Pie Madness:

Grabber game/Pick a Prize

Wishing Tree

**Craft Table:** Craft and biscuit decorating

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

Carrot cake, Chocolate cake and cookies

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

**ACTION:** TK needs to organise the booking form for stalls and advertising.

Bag of treats for each volunteer.

7. **Winter Disco:** Monday 16<sup>th</sup> December at Unity 4.30pm – 8.15pm

Simon confirmed

Timings: Reception 4.30pm-5.15pm

Y1 & Y2 5.30pm-6.15pm

Y3 & Y4 6.30pm-7.15pm

Y5 & Y6 7.30pm-8.15pm

Discussed £1.50 entry for Reception but to include tuck

£1 entry for all other years but to emphasize that they will need money for tuck.

Discussed: wristbands with names on them instead of tickets.

**ACTION:** TK to research the price of bands

All buy on the door.

**Future Events:**

**Family Friendly Quiz Night in January (date TBC)**

Discussed having Harry Potter themed quiz. JP got a hamper for raffle.

**Movie Night: 10<sup>th</sup> February**

**Easter Bingo: Monday 30<sup>th</sup> March**

**Spring Disco: Monday 18<sup>th</sup> May**

**Summer Car Boot Sale?**

**Summer Fair: June 20<sup>th</sup> or 27<sup>th</sup>: Theme??**

---

**Item Discussion**

**Leavers Disco: Friday 17<sup>th</sup> July**

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

Crazy Hair Day?? Feb?

Beetle Drive??

5p challenge or Penny Wars

**AOB**

---