

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee Meeting

30/10/19 8.00PM | Meeting called by Tracy King

Committee members

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

Item Discussion

1. **Minutes from previous meeting:** 15th October 2019 True and correct record.
2. **Lucky Numbers:** Live draw for October. Lucky Number 21. Andrea Houlding. Winnings TBTE22

ACTION: TK to notify the winner and ask for bank details for funds to be transferred.

3. **Treasurer Report:**
Treasurers Report AH – See attached

TK set up payment for £1826.24 for Scholastic. AH approved payment

Funding: Awards for All: - They state it must benefit and involve more than teachers, pupils and parents of pupils. They are community focused grants. We possibly could have tried for daily mile track as they put a lot of emphasis on health and wellbeing, won't work for worship area as they don't support anything religious. Not suitable at this moment.

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

4. **Events**
Xmas4Schools

All forms went out before half term Deadline 29th October. TK extended the deadline to Thursday 31st. Must send first class on Friday.

ACTION: TK to send First Class recorded on Friday 1st November
TK to email AH completed spreadsheet and finance sheet.
AH to deposit funds.
TK/AH to set up payment

Item Discussion

5. Design Competition

Not linking design comp to Xmas4schools to give the children more creativity for designing the products. Deadline 31st December. Shortlist entries over the weekend. Winner receives a pack of pencils and a Decorate a Christmas Wreath Set.

**ACTION: TK to shortlist and place Poll on messenger feed. Majority wins vote.
TK to ask JW to present it in assembly on Friday.**

6. Christmas Shopping Night: Monday 11th November at Unity Place. 7pm till 9pm

- Stalls £15
 - 19 stallholders confirmed
 - Entry: £1 to get as many through the door as possible
 - Drinks and snacks on the night: Mince Pies, Mulled Wine, Christmas Cakes, canape. JP organising.
 - Banners up.
 - Flyers sent out to all parents. 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 |

Agenda for the evening:

Set up at 5pm: Get all the tables and chairs out ready with company name on them.

Stall holders arrive from 5.30pm

Set up PFA stall and food in the hatch

Item Discussion

Evening starts at 7pm

Finishes at 9m

Clean hall, kitchen and reception

Job Roles on the evening:

- TK set up at 5.
- 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 with Dylis serving food and drinks
- AH and SR on PFA Stall
- LS on SR stall

ACTION: TK to email a reminder for the booking forms and payment on Thursday 31st

TK to email all stallholders details of the night

TK to schedule posts throughout w/c 4th November for each stall and link their FB page

TK to post event on all Buckshaw/Croston FB pages

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

7. **Christmas Fair:** Saturday 30th November at Unity from 12pm till 3pm.

Raffle Prize: Decided on iPad for first choice as it is for any age. JP going to ask contacts for Raffle Prizes. Post to go out Monday 28th to ask for raffle prizes. Pexion will buy iPad.

Raffle Prizes: 1st Prize: iPad or Samsung Tablets

2nd Prize: Renaissance?? TK to ask Claire Moule

3rd Prize: ??

Hampers: Cadbury Hamper: donations

Kinder Hamper: JP

American Hamper: TK

Food Treat Hamper: TK

Big Bottle: donations??

Sleepee Teepee Voucher: JP to ask MS

Item Discussion

ACTION: TK to email companies to see if they will provide raffle prizes.
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?

PFA Stall: PFA Sweet Shop and Presents

Lancashire Hawks and Owls: Committee decided against having the Owl in the hall for Health and Safety reasons, but she could still have a still and sell the products.

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

Programme: TK has emailed 13 local companies to see if they will advertise. Awaiting response. SR suggested that we ask KFC if they would sponsor the programme. Sofia Ryan will take inside full cover: Cost £80. Deadline for advertising 12th November.

ACTION: TK to email KFC, Nana Jans, AK Active and JSK dance to see if they wanted to advertise.

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: ask Annalee and Sandra Parker

Face Painting:

Nail art/Glitter Tattoos: Ask Alexandra and Lisa Banks

Games: Choco cards:

Bauble Bobbing:

Olaf in one:

Mince Pie Madness:

Grabber game/Pick a Prize

Refreshments: BBQ, Chili, Hot Drinks, Mulled Wine (or non-alcoholic)
Carrot cake, Chocolate cake and cookies

First Aid: Chorley's Angels confirmed.

Other Ideas:

Item Discussion

Magic stall: TK to message him to see if he is interested.
Snow machine with blow up arch at the front of school.

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

8. Winter Disco: Monday 16th December at Unity 4.30pm – 8.15pm

Simon confirmed

£1 entry and tuck to sell

Split into 4?

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.

All buy on the door.

9. Future Events:

Family Friendly Quiz Night in January (date TBC)

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

Movie Night: 10th February

Easter Bingo: Monday 30th March

Spring Disco: Monday 18th May

Summer Car Boot Sale?

Summer Fair: June 20th or 27th: Theme??

Leavers Disco: Friday 17th July

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

Crazy Hair Day?? Feb?

Beetle Drive??

5p challenge or Penny Wars

AOB
