



HEADINGTON QUARRY PTA

Meeting Minutes – 6th November 2015

1. Present

Fleur (co-chair), Gail (co-chair), Kate (co-secretary) Marie (co-secretary), Debbie (treasurer), Linda, Mazz, Michelle, Lesheng

2. Apologies

Kelly, Michaela, Bea, Victoria, Rachael

3. Christmas Fair – 12th December. 11am-1pm

Raffle prizes – Marie has done an incredible job securing some brilliant raffle prizes from a wide range of sources. Top prizes include a £75 Gee's voucher, £50 Boden voucher, Black & Decker dust buster and lots of tickets and vouchers for local shops and family days out. We have renewed our raffle licence and have plenty of pre-printed raffle tickets, so no need to order more. Mazz has offered to create a poster listing the best raffle prizes. Marie to pass on a list for Mazz to select from.

Private stalls - We have had requests for private stalls from Su Woodward, ex-quarry teacher Rachel and Olek from red group's granny. Gail has a friend who makes cards who may be interested too. We love the diversity and added interest of the private stalls, but there was agreement that we need to increase the table price from £5 to £10 this year.

General stalls –

- Jam Jar Tombola – We have already started collected empty jam jars in the reception area. We need to begin to fill them with small toys, sweets and other child-orientated items. Debbie will start making lid covers.
- Craft bags – Each year we think up three craft ideas which we make up (as cheaply as possible!) and put into paper craft bags which we sell for £1 each for children to either take home or create at the fair. Debbie will order paper bags. Michelle suggested we write the child's name on the bag as they purchase them to avoid confusion over bags on the day.
 - Kate suggested using wine bottle corks as the bases of Xmas trees, and topping with a green, cardboard tree cut out to be decorated.
 - Michelle / Gail suggested using making bells / star tree decorations using play clay to be decorated with acrylic paints – Gail to look into the cost.

- Marie showed us a fun Father Christmas mask to be made from a paper plate, cotton wool and red paper triangle.
- We agreed to all mock up our suggestions and share ASAP.
- Santa's Grotto – this gets set up in the day care room. Annie Arnold has offered to set up the grotto. Bethan's dad has offered to be our Father Christmas again. Debbie to speak to Roz Smith to ask if she is available to do face painting. The queue to see Father Christmas is always an issue. We need to make sure it is kept moving and agreed to offer tattoos to the children in the queue to keep them entertained. Kelly to check for tattoo stocks and organise the reindeer food. We need to ask for donations of small party bag fillers etc for the lucky dip prizes.
- Wine & Water – We need empty screw top wine bottles and are collecting them in reception. Please add to our collection if you can. We will also need to ask for donations of wine and newspapers (broadsheets) for wrapping them.
- Hamper – we agreed as we have so many fantastic raffle prizes not to bother with the food hamper this year.
- Lollipop Lotto – costs only 20p a go and it's a win every time so a popular stall! Debbie will borrow the stand from the scouts and buy more lollies if required.
- Lucky Bucket – Fleur to bring her bucket back out for another year!
- Toys, Books & DVDs – Good quality items needed for sale on the day. Agreed that we will colour sticker all the items in advance to make the pricing process easier for helpers. Items to be priced 25p, 50p or £1 or over. Debbie to buy some coloured stickers. Marie to organise for a local charity to collect all leftover items the Monday after the Fair.
- Refreshments – To be sold in the canteen. Linda / Kelly to order pizzas, samosas etc as in the past. Kate to check the current stocks of cartons of juice / water and buy more if required. We also have a cake stall for which we will need donations of cakes, biscuits and savouries.

Mazz has offered to create a poster for the event – Kate to send a list of stalls and all the event details ASAP.

Trestle tables – Kelly to speak to Roz about us borrowing tables from Quarry Village Hall.

Sign up sheet – It would be great to get a sign up sheet out in time for the Children in Need cake sale on 13th November if Kelly is able to organise this?

Letter to parents – Fleur to look out last year's letter and revise accordingly with Gail's help. Needs to include requests for volunteers, wine bottles (empty and full), old newspapers, jam jars (empty and full), lucky dip prizes, donations of toys, books and dvds and cakes / refreshment items.

We always set up the night before from about 6pm. A few PTA members offered to spend a few hours on the Friday afternoon price stickering toys, books etc.

4. Children in Need cake sale – 13th November

Mazz has created a brilliant poster which is already up around the school. Linda will make sure a note is sent out reminding people about the cake sale and to wear something spotty on Friday! Marie has a fundraising pack which includes balloons and a rather pointless banner.

5. Tea towels

Letters have gone out to parents about the tea towels, deadline for orders Friday 13th November. Caroline Newman has kindly offered to collate all the pictures and liaise with the tea towel company. We chose purple as the colour of this year's tea towel.

6. Date of next meeting

In the Community Room at 9.15am on Friday 4th December.