



## HEADINGTON QUARRY PTA

### Meeting Minutes – 7th November 2014

#### 1. Present

Kate (co-secretary) Marie (co-secretary), Debbie (treasurer), Bekky, Emma (communications co-ordinator), Linda, Kelly, Didem, Julie, Caroline, Heather, Rachel

#### 2. Apologies

Fleur (Chair), Andy Marshall

#### 3. Children in Need Cake Sale

Cake sale will be held on Friday 14th November, during pick-ups and drop-offs from the new room.

It was mentioned in the most recent school letter and Emma has organised promotional posters to go around the school.

Hopefully we will get a mixture of cakes and savouries.

Last years cake sale made £320, which was a big increase on 2012.

Volunteers as follows:

am drop off - Fleur, Kate, Caroline

am pick-up - Marie & Kate

pm drop-off - Heather & Emma

pm pick-up - Debbie & Marie

#### 4. Christmas Fair - 29th November

Raffle letters have been sent out, hopefully we will see some exciting prizes arrive over the next couple of weeks.

##### Ticket License

Fleur needs to renew the raffle ticket license, this allows us to sell the tickets in advance of the fair.

##### Entertainment

Fleur is also waiting to hear back from the organ man, with regards to his availability but assumes he cannot attend. Bekky kindly offered her husband (who sings and plays the guitar) as alternative entertainment.

## Private Stalls

Phoenix Cards - an agent from Risinghurst has confirmed she will take a stall. We're also investigating whether it will be possible for us to get commission on future sales generated via the school.

Didem will take a stall selling Avon items and has also offered to donate a raffle prize.

Su Woodward will take a stall selling her handmade crafts as will Rachel. We will be charging the private stall holders £5 per table.

PTA - will have a stall selling the remaining tea towels, pens, bears and branded bags. This is likely to be by the reception door, next to a display about the school's history, highlighting its 150 year birthday. Some discussion was had around the pricing of merchandise, but it was decided to keep it the same.

Kelly has kindly contacted the community centre about borrowing trestle tables and we should be able to borrow 10.

## Christmas Crafts

Caroline prepared some examples of what we could offer the children. The group agreed to CD Christmas tree decoration (a request will go out to parents for old CDs), Santa advent calendar (Marie to organise this) and a red stocking Christmas tree decoration (Bekky to organise this). Debbie will source the paper bags and we will package them up as last year. They are put together in a bag so that they can be taken home. We also need to prepare samples and a little note to pop in the bag explaining what the crafts are.

## Father Christmas & Grotto

Will be in the day care room. Currently we do not have a Father Christmas, but Kelly is working on it!

Cheek painting and tattoos will also be in this room along with the lucky dip and reindeer food, which the children are given after meeting Father Christmas.

There were discussions around making the lucky dip unisex. As we ask for items to be pre-wrapped, it is difficult to ensure children get a suitable gift. We will ask parents to make the gifts unisex where possible.

## Main Room

Stalls are as follows:

Lollipop Lotto - which Debbie will source from the scouts.

Wine & Water - empty bottles are already on site, parents will be asked to donate wine.

Toys & Books stall - parents will be asked to donate good quality used toys books.

Jam Jar Tombola - parents will be asked to provide empty jars and also filled jars. These can include sweets, small toys, crayons, toiletries.

#### Canteen

Will house the refreshments and parents will be asked to provide cakes and savoury items such as sausage rolls.

#### Volunteers needed!

Volunteer board will go up shortly, by the entrance. Each stall needs two parents ideally for each 30 minute shift. We also need volunteers for an hour or so the night before and for tidying up.

#### Other

Need to remember 2nd Hoover - Marie

Donation boxes for wine, hamper items, jars, toys, CDs etc will go out from Monday 17<sup>th</sup> November.

### **5. Tea Towels**

Caroline has done an amazing job, pulling this project together. There were struggles with regards to getting all the children's' drawings completed in time as some children were absent.

The tea towel company kindly did an extra print run of 10 tea towels which included the drawings of three children who had been left off.

Pre-orders will be packaged up by Caroline and Julie, so that they can be sent home with the children ASAP and any remaining tea towels will be sold at the Christmas Fair.

### **6. Any other business**

Emma had picked up a form for the Asda version of the Waitrose green tokens charity scheme. She has offered to fill it out for the school and return it to Asda. A great idea.

### **7. Next meeting date**

We will hold a quick meeting at 9.15am on 21st November 2014 to finalise arrangements for the Christmas Fair.

