



**PTA Christmas fair meeting**  
Monday 18th November 2024

**Apologies:**

Rachel Mold  
Laura Joynes  
Bex Jones

**Attendees:**

Heidi Clarke  
Robyn Hemmings  
Rebecca Schofield  
Siân Jones  
Karen Jeffries  
Anna Symonds  
Sarah Briody  
Sam Welsby

**Stall holders and general fair discussion**

- We discussed moving the craft tables into Amber class as Sam has mentioned about the year 6's doing a stall and they would need monitoring, therefore they would need to be in the hall next to the refreshments. We all agreed. Heidi very kindly has done a floor plan, we all looked at this during the meeting and firmed up plans. Heidi will do a firm copy and pass onto Sam and the group. Heidi has arranged stalls so items being sold as not all similar next to each other (clusters of x5 tables).
- Sam is awaiting confirmation from which teachers are able to help on the night of the fair. So far just one teacher has agreed. It may be a float is needed to run the human bauble game until they arrive or perhaps this game can start later.
- Raffle table in the hall so people can congregate when the raffle is drawn later in the evening. We discussed doing empty envelopes for the prizes so nothing can be taken on the night and the prizes kept safe in a box. Anna has confirmed Siobhan will draw the raffle and announce.

- We all confirmed we need to be wearing Christmas tops/jumpers/hats on the night and bring our 'jolly Christmas cheer'.
- Sam confirmed she is getting a tree and lights sorted to decorate the hall.
- Karen has agreed to set up the Tombola ready for Laura and will source items and collate them from other people.
- Rebecca has agreed to set up and organise the bottle stall ready for Sarah D to run.
- Rebecca to print off clear signs for stalls with price and information on, A5 size as Sam has A5 size holders for them.
- Rebecca to email Gaynor to message all parents on the school app to leave any bottles outside of school in a box for the stalls.
- Set up is from 3.45pm on Monday. Heidi and Rebecca have agreed to help start the hall set up from 2.30pm.
- Sam has provided a written risk assessment for the snow machine and Father Christmas and will send a copy for the PTA file.
- Sam has agreed we can use X2 yellow buckets available for donations on the night.
- Heidi will send an email to all stall holders and Rebecca will message via her contacts, so all stall holders have a blanket message confirming details and a reminder to bring a raffle prize
- Rebecca to do another list of stall holders with new ones added and more details on and add to group messenger chat and one for the night to use.
- Siân asked if we could make a map for the night, so everyone knows where things are and people don't miss out. We all agreed this was a good idea. Robyn said she was happy to make one, once Heidi has done a firm floor plan.
- Sam asked Siân if she would ask Sarah Perrott at Newbold for the blue speakers for outdoors at the fair for festive music. Robyn will use her Alexa for the grotto and Heidi will bring her speakers for use in the hall.
- Robyn will message Becky and Laioni to confirm what time they can arrive to set up the craft (Siân can arrive from 4pm).

### **Bex's baps**

- Bex has asked if the float could be bac'd back to her so it's easier, we all agreed. Bex has asked on a message to Robyn if she can pop into the school to have a look at the space and kitchen equipment, this was agreed by Sam, Bex just needs to confirm when.

### **Raffle**

- Anna is still awaiting the free tickets from the safari park and has been chasing them. After much discussion we agreed if they don't arrive in time we would chase after the event and if need be, purchase the tickets.
- Several members around the table have offered to help fold and sort raffle ticket stubs ahead of Monday night, so there isn't a big bulk load left for Rachel. If help is needed, please communicate via our messenger group.

### **Grotto**

- Robyn spoke about the worry of 'traffic' for the grotto on the night and asked Sam if we could have a clear route or use dividers to make a lane to the grotto. Sam has advised we can

move the library furniture which is on wheels and queue up that end. A queue system for the grotto is still the best solution.

- The photographer in the grotto will be using her 7x5ft backdrop and Robyn will confirm how and when emails are taken to set this up to save time for Ellie.
- Robyn has an ottoman seat for children to sit next to Santa and Santa to sit on an ordinary chair. Anna has agreed to bring her two cream/white furry throws to cover these and give a warm Christmas feel to the grotto.
- Robyn confirmed tickets are ready to give out and a stamper sorted. X24 tickets sold so far. There are x150 tickets in total. Could all members of the PTFA push this on all social media platforms so everyone is aware it isn't just for people who attend the school, but general public too.
- Grotto gifts have all been wrapped by Heidi and are ready for the night.
- We agreed grotto and raffle tickets need to be sold by Anna at the entrance as this makes it easier to deal with the money at the start. Walkie talkies are available on the night, Sam advised.

### **PTA games**

- Robyn has purchased display items from hobby craft to make the human bauble game and this is all in hand. We will be using a bell to ring for the game also. Heidi has said she purchased the giant baubles for the game.
- 'Name the teddy' was discussed, in particular the price. We agreed we should charge £1 for x2 go's as this will fill the board up quicker and easier for money handling if it's £1. Robyn has kindly agreed to make the board up, leaving space for people to write their name and number on the square. The boxes will be numbered 1-100. Sam will choose the winning name/number, no one else will know. Please can members put on the group chat any names they would like to add to this game ASAP.

### **Financial**

- Rachel has sorted all the floats for the fair, into clear tubs, all labelled.
- £1,302.19 is the current account balance to date. This included £50 paid in from raffle ticket sales, Santa outfit and receipts for the fair so far. Could all outstanding Christmas fair receipts please be given to Rachel ASAP so she can reimburse. Christmas fair money will be stored safely in the school overnight on Monday. Please can we all bear with Rachel whilst she then tallies up everything after the fair for the totals etc.

### **Any other business**

- Rebecca asked if we could agree a firm date for the January talent show as a poster and information needs to go out at the end of term. We agreed Saturday 25<sup>th</sup> January 2025 3-5pm, as evenings after school would be too tiring for the children. We talked about entries and decided we would need to check acts and having them sent in via video message to the PTFA email by 18<sup>th</sup> January was the best way. Children would need to enter via email by 18<sup>th</sup> Jan so we can also organise timing and print off an appropriate amount of certificates for taking part. We agreed no prize, no winners, just a certificate. Siân has agreed to ask Newbold village hall to see if the date is available ( would need 2-6pm booking). We would

charge £5 per person to watch and refreshments would be 'donations welcome'. The talent show would be open to reception- year 6 children.

- We confirmed the friendship disco Friday 14<sup>th</sup> February 2025. KS1- 4.30-5.30pm and KS2 5.45-6.45pm. Heidi will message Rachel smith for the DBS check so she can DJ this event.
- Heidi and Robyn confirmed they will blitz the PTFA cupboard and give a brief list as to what's in there to the group.
- PTFA Christmas meal confirmed for Tuesday 10<sup>th</sup> December at the Howard Arms, Anna has organised.

Our next meeting will be Tuesday 14<sup>th</sup> January 2025, 7.30pm, White Hart in Newbold. Siân to book.

Easy fundraising;

[www.easyfundraising.org.uk/causes/ntsptfa](http://www.easyfundraising.org.uk/causes/ntsptfa)