

LFA PTA Meeting 04/11/16 – Christmas Planning Meeting

Present: Amell, Fiona, Tanya, Ozlem, Sam, Roy, Danielle, Sharon and others

1. Amell congratulated all the team who organised the Halloween party and announced that we now have approximately £4000 in PTA account. It was agreed that we would purchase 10 fleeces for the staff, football kits, netball bibs and some other sports equipment while we looked for additional sponsorship for these items. We already have a £200 donation from a parent towards gymnastic equipment.
2. It was agreed that the PTA would consider purchasing a proper marquee and Priscilla will research marquees and costs.
3. We have now secured 10 3rd party stall-holders and they have all now received their booking form to complete and return with their payment by 09/11/16 after which some slots may become available if anyone decides not to proceed.
4. Sam is now circulating information about the Christmas puddings now available for ordering.
5. We have several raffle prizes. Reham to confirm what prizes she may have secured. Please email Leanne with any prizes. It was agreed we should print proper raffle tickets – Fiona to organise.
6. Stacey has agreed that she will oversee the volunteer rota.
7. There is a substantial number of volunteers required and ideally they would be on 1 hour shifts but realistically this may end up being 1.5 hour shifts. There is a definite need to recruit dads or other family members to boost the volunteer numbers – here is the volunteer requirement per shift. Face painting wants 3 shifts. Other stalls may have to suffice with 2 shifts:
 - Door entry - 2 volunteers
 - Token booth – 3 volunteers
 - Name an Elf and Carrot Lucky Dip – 2 volunteers
 - Tinsel pull – 1 volunteer
 - Whack a Grinch – 2 volunteers
 - Gingerbread decorating – 2 volunteers
 - Reindeer food – 2 volunteers
 - Father Christmas – 2 volunteers
 - Secret present wrapping – 2 volunteers
 - Face painting – 6 volunteers
 - Sell raffle tickets - 2 volunteers
 - Food, drinks, popcorn, cakes etc., – 10 volunteers?
 - Christmas tree – 1 person to oversee the taking of the trees as they will have been pre-sold.

So we are looking at maybe 34 volunteers per shift??
8. It was agreed that there would be a Suggested Donation of £1 per adult for entry into the fair and then we would run a token system whereby children can buy tokens worth 50p to then pay for the various activities. This means there would be one point of

payment, making it easier to collect and audit the money and easier for parents to give their children a budget to spend.

9. It was agreed that any family who might, for whatever reason, find the event too costly, could contact us and we would help by way of supplying some free tokens for their children.
10. Individual activity costs were all agreed – see separate list on PTA website.
11. Danielle agreed to set up the Christmas event on Eventbrite to that people can book places so that we know our numbers.
12. Danielle to look into buying tokens – 3 different colours
13. Sam to ask a friend about borrowing a large tarpaulin to cover the grass area in front of the stage.
14. Laura Tully to confirm that she is OK with sorting out the dressing of the outdoor stage.
15. Ozlem and Martin have a generator we can use and Martin is able to set it all up for us.
16. Michelle needs help to design, make and build the gingerbread house.
17. Father Christmas needs to see 5/6 children at a time to get through all the children who will want to see him. He will need a script of some kind.
18. Danielle to ask the TA's if we can borrow their Elf Costumes?
19. Food to be served to be finalised asap with Paul and JC.
20. We have an account with Booker Cash & carry and once we know the food (for example if it is bowl food etc.,) we can look to see what all is needed.
21. Parents to donate jamjars for tombola etc., - it was agreed that we would put out a big box or bin in the playground every morning and afternoon for parents / kids to drop things off.
22. It was agreed that money raised at Christmas for the staff should largely go towards the purchase of a good quality coffee machine (maybe £40 per class as a rough guide).