

**Minutes of Bishop Tufnell C.E. (Aided) Infant School**

**Parent Association Meeting Held on Wednesday 18<sup>th</sup> November 2015**

		<b>ACTION</b>
	<p><b>Present/Introductions</b></p> <p>Denise Edwards, Vicky Davis, Charlotte Caspall, Tracy Gillan Greed, Zoe Peacock, Helen Byne, Lucy Bone, Jo Gilmore</p>	
<b>1.</b>	<p><b>Christmas Fair details</b></p> <p>DE confirmed stall listing and that 12 private stall bookings have been made and paid for. DE confirmed who was allocated to each stall and where help was still needed. ZP listed stalls to make sure she had current listing so floats could be allocated.</p> <p>ZP listed denominations of money required for floats. DE will change up money accordingly. JG suggested a parent mail to go out before fayre to remind parents to bring plenty of change.</p> <p>2/3 helpers still required for raffle</p> <p>VD suggested that CC put a request up on FAPA and BT selling page on facebook to ask for helpers and group agreed to offer all helpers the chance to win a voucher for a meal for 2 at the Southdowns that has been donated.</p> <p>VD suggested that the BTJ year 5/6 or school council members be asked to volunteer to help on stalls and Santa's grotto. The group agreed this was a good idea and DE will speak with Mr Morton to arrange a parent mail to go out. VD also made the suggestion that BTJ are given the opportunity to buy raffle tickets prior to the event either at the gates or in book bags. DE to liaise with Mr Morton to discuss</p> <p>DE asked who was able to help on 27<sup>th</sup> for set up and stated she will confirm with Mr Morton a time in which we can enter the school to commence with set up.</p> <p>Jo Gilmore stated that she has put a link on the FAPA and selling page on facebook with links to the snooze box and Lake Como prizes. The group decided a separate raffle will take place for this using a map and numbers pins to enter. Nelly Walsh has already provided map. DE ask is there is any posters that could be printed off to advertise. JG said she will make something up. Holiday raffle will be £2 per ticket.</p> <p>Group also confirmed a separate beer raffle will take place using a numbered grid format. JG suggested a numbered winner that only she knows and will announce at the end of the fayre. JG will make a grid for this. Beer raffle will be 50p per ticket</p> <p>Reindeer food bar to be finalised and CC to get porridge oats, bird seed and muesli to allow for 100 bags to be filled. JG has ordered sweet cone bags and DE will get ribbon.</p>	<p>DE</p> <p>CC</p> <p>DE</p> <p>JG</p> <p>JG</p> <p>CC</p>

2.	<p><b>Santa's Grotto</b></p> <p>DE states that a gazebo is needed for Santa's grotto as informed usual one has broken. CC offered gazebo that could be borrowed and will check sizing.</p> <p>DE informed group the present that have been purchased for the grotto and group decided to give 1 gift per child and charge £1.50 to visit Santa. This will allow more children to visit.</p>	CC
3.	<p><b>Risk Assessments for Fayre</b></p> <p>DE informed group that Mrs Appleby has compiled risk assessment for the fayre and for stall holders and passed around for all to look over.</p>	
4.	<p><b>Donations</b></p> <p>CC put up donation reminder in PA notice board and DE will give out to classes. DE stated that still in need of more chocolate donations and that Tesco Express have offered a voucher. An idea was mentioned about purchasing more chocolate with this if needed and group agreed. JG said she will try and contact Thorntons to see if they are able to donate anything.</p> <p>VD offered to go outside BTJ with donation box to collect donations.</p>	VD
5.	<p><b>Lucky Programme</b></p> <p>Mr Morton has selected winner and DE gave to CC along with adverts and will produce a programme.</p> <p>Other entrants will be laminated and used to decorate the fayre.</p>	CC
6.	<p><b>Christmas Fayre – clearing away</b></p> <p>DE informed that helpers would be needed to tidy up after the fayre and that class rooms need to be put back as they were found.</p> <p>DE will ask Mr Morton to get teachers to take a photo of their class room.</p>	DE