

PTA MINUTES – 15TH OCT 19 – CHRISTMAS FAIR

Date & Time of Fair:

- Sunday 1st December 2pm – 5pm
- Setup: Friday 29th November from 5pm and from 11 am on Sunday 1st December

Pricing:

- Entrance Fee – none
- Private Stall hire - £10 per stall

Comms:

- Included in next School newsletter
- Poster to be created & distributed via School App
- Banners to be looked into for outside of school (along fence)
- Posters to be put up around School
- Blackboard to be used outside of Front Entrance to School
- Nicky to put out “Sign-up sheet” for offers of help and ask on App for volunteers

List of Stalls:

- Chocolate Tombola
- Bottle Tombola
- Christmas Face Painting
- Make a Christmas Decoration
- Guess the soft toy name
- Mums & Dads Gift stall
- Reindeer Hot Chocolates
- Father Christmas’ Grotto (selection box gifts)
- Guess the number of Chocolate Coins in a Jar

Private Stalls confirmed to date:

- The Body Shop
- Tropics Skincare
- Wax Crumbles

Food & Drink:

- Mulled Wine (Heat resistant/recyclable cups) - **Jen**
- Baileys Hot Chocolate - **Theresa**
- Hot Chocolate - **Theresa**
- Wine/Beer?! - TBD
- Soft Drinks (Fruit Shoots) - **Vicky**
- Tea/Coffee - **Theresa**
- Mince Pies – **Vicky (supermarket donations)** or **Donations from Parents**
- Yule Log/mini rolls - **Vicky**
- Gingerbread Men/Stollen – **Vicky**

Christmas Raffle Prizes to source (drawn on the day):

- Ginger bistro - **Theresa**
- Lathams - **Theresa**
- Barton Grange **Kate Simmons**
- Morrisons **Kate Simmons**
- PNE – **Kate Simmons**
- Grasshoppers – **Kate Simmons**
- Aldi – **Vicky Haslam**
- The Picked Goose – **Vicky Haslam**
- Maxy Farm Café – **Kimberley**
- Energi/Flipout - **? Celine**
- Billy Bobs Myerscough – **Jo Fox**
- Planks Kitchen – **Jo Fox**
- Greenhouse Flowers - **Theresa**
- Clip & Climb – **Jo Fox**
- Total Fitness – **Kimberley St Vall**
- Ellie Bartlett Nails – **Jo Fox**
- Beeches Chocolates - **Theresa**

Other:

- Choir/Christmas Carols – Mr Walton
- Raffle Tickets to be sold and drawn on the day
- Tabled area to be set out in the hall for people to sit down to eat & drink
- Mums & Dad's stall to be set out in a separate classroom

Actions:

- Source ingredients for Reindeer Hot Chocolate and price up – K.St Vall
- Source and make up Reindeer Food packs – C. Barrett Cornall
- Speak to Supermarkets (Aldi Fulwood) for Mince Pie Donations – V.Haslam
- Buy 200 selection boxes for Father Christmas – K.Simmons
- Buy Cellotape, Wrapping Paper & Gift Tags for mums & dads stall – K.Woods
- Chocolate Coin Jar – J. Fox
- Buy/Source Teddy for Guess the name of the reindeer – J Fox
- Face Painting kit – K.St Vall
- Make a Christmas Decoration kit – J Fox
- Create Christmas Fair Poster – K.Simmons
- Sign-up sheet in reception for helpers – N.Kippax
- Alcohol Licence – N.Kippax
- Non-Uniform arranged for Tombola donations/Mums & Dads Gifts – K.Woods/N.Kippax
- Find a Father Christmas – ALL ask in Year Groups
- Private Stalls – G.Catterall & Nicky via School App to parents
- Food and Drink purchases as per "Food & Drink" section of minutes