

PTFA Meeting Monday 7th November 2022

Meeting held at The Swan in Chaddesley Corbett.

1. Attendees:

Present: Steph Craddock, Jodie Poole, Nicky Kirk, Angela Walker, Karen Grove, Christina, Sam Woodwyatt, Karen Grove, Charlie and Oli Stokes.

Apologies: Gemma Mason, Hannah Woodwyatt, Anna Woodford, Lara Di Placido, Charlie, Bella, and Jessica.

2. Disco:

- a. Feedback was positive; however some improvements were flagged that could be made to the checkout process. Due to the volume of children and adults, a better system could be deployed to make the process smoother.
- b. Sensory zone should be considered for future events or even purchase ear defenders for child who may need them.
- c. More toilets are needed, and more adults background checked adults would be beneficial.
- d. The quiet zone next to reception worked well for children who were overwhelmed.
- e. If we can use adults who check-in has children in the class they are assigned, that would speed up the process
- f. The PTFA members are able to get a free DBS check, and Jodie will follow up with Wendy in the school office.

3. Dates for Diary:

- a. Non-uniform days:
 - i. Friday 11th November (for wrapped sweets). Notifications to be sent out via WhatsApp message and school office to send an email.
 - ii. Friday 18th November (for tombola, not bottles)
 - iii. Friday 25th November (for bottles – volunteers for ticketing needed)

4. Winter Market (2nd December)

- a. The market will be outside, utilising the canopies around the school, and will last for 2 hours.
- b. Set-up will start from 3pm. We can set-up on the playground using tables from the D&T room, and then move them into situ. Volunteers are needed to help set-up.
- c. Stalls:
 - i. Each class will have a stall run by a KS2 child and each will be accompanied by an adult. Volunteers will be needed to run stalls. We will check what each class is planning to make to avoid any clashes with tombola prizes
 - ii. Tombola. In a variation from last year, winners will be numbers ending in 5 or 0 to avoid the stall selling out. The teddy tombola will be a prize every time.
 - iii. Hot chocolate stall using slow cookers
 - iv. Reindeer food (oats, edible glitter)
 - v. Snowman poo
 - vi. Sweetie cones

- vii. Plants (pot compost and bulbs/seeds). Christina to look into this item. We will check if toilets are available.
 - viii. Hot dog stand. Christina to look investigate and report back. Meat and vegan sausages will be provided
 - ix. Guess the sweets in the jar
 - x. Splat the Festive Rat/Elf
 - xi. Guess the festive Teddy Name
 - xii. Human fruit machine
 - xiii. Snowball game
 - xiv. Hook a festive duck or candy cane
 - xv. Present room; having children pick a gift for their parents, such as bath bombs, scented candles and socks. Children can then buy a gift for a £1 or £2.
 - d. Prizes: we could operate a ticket system where tickets can be traded for prizes, rather than individual stall prizes.
 - e. Volunteers will be sourced via WhatsApp groups
 - f. Float: Nicky will provide £20 worth of silver as a float.
 - g. Stories with Santa will take place on a different day for nursery, KS1 and KS2. Wednesday 14th December. Donations will be received and selection boxes will be sought for every child to ensure receives a gift.
 - h. Toilets will be checked with Mrs James.
 - i. String lighting will be strung up
 - j. Christmas Raffle:
 - i. 2000 tickets will be printed and will be sold at £5 per book.
 - ii. Raffle will be drawn on the 14th December
 - iii. Rachel, Jodie and Oli will seek prizes. The deadline for the top three prizes is 16th November to allow printing. Anna has a draft email letter that could be used. Oli to check with her.
 - k. Volunteers will be sought for each stall and set-up and pack-up.
5. *Meeting Close*
Meeting closed at 10.50pm.