

PTFA summer Fair Meeting Monday 16th October 2023

Meeting in The Swan, Chaddesley

1. Attendees:
 - Present: Nicky, Angela, Steph, Helen, Ash, Angela, Anna and Oli
 - Apologies: None
2. Fundraising:
 - a. The school has requested 15 new iPads, to an average cost of £6,000.
 - i. CEX offer second hand prices on iPads.
 - ii. We will look to repair the existing iPads.
 - b. School Christmas lunch usually costs £200 from the PTFA.
 - c. Gambling Licence is refreshed every year to allow us to run raffles.
3. Insurance Policy:
 - a. A checklist needs to be completed for each event that we run to ensure we comply with the insurance.
 - b. We are allowed 3rd party vendors, but they must provide their own insurance.
4. Christmas Fayre. 8th December
 - a. Set-up: Only members of the PTFA Committee are permitted to be in the school prior to 3.20pm.
 - b. Choir will open the Fayre, before we open the gates
 - c. We will look into a marquee for the playground. However set-up timings may not allow the use of anything with a significant set-up time.
 - d. The children will be allowed to wear Christmas jumpers on the day for £1.
 - e. The ARC children will be allowed to access the Fayre before the other children attend.
 - f. Grotto: Lee Woodall will be Santa and is being DBS checked. A teacher will be present in the grotto.
 - i. Prior to the Fayre we will run Stories with Santa. Selection boxes to be used with each child seeking a festive tag with their name on it for exchange for a selection box. Parents can contribute, but any children who don't pay will still receive a selection box.
 - ii. During the Fayre, we will set-up a Santa Meet-and-Greet. It will be up for the Christmas Fayre in Forest School, for photos with Santa. Anna and Steph will decorate the grotto on Monday 4th December from 1.30pm. Santa will walk around the Fayre. Elves will be supporting Santa. We will only seek donations.
 - g. Tombolas (Winners to be 0 and 5 numbered tickets):
 - i. Teddy Tombola (donations via non-uniform day 3 weeks prior to the Fayre). Little teddies could be used for prizes.
 - ii. Bottle Tombola (donations via non-uniform day)
 - h. Guess the weight of the festive Christmas cake game
 - i. Festive Wind-up Toy Drag Race: Steph to organise.
 - j. Festive Peg on Line game: Steph to organise.
 - k. Festive Snow ball game
 - l. Splat the Festival Rat
 - m. Grab/Hook-a-Festive-Duck but better, possible duck racing or treasure hunt (for ducks).
 - n. Pin a Festive nose on Rudolph
 - o. Tin Can Alley adding elf on the shelf.
 - p. Necklaces for Sale
 - q. Christmas Tattoos

- r. Decorated jam jars from pupils full of sealed sweets.
 - s. Handmade Christmas Cards for Sale and Bric-a-Brac stall
 - t. Punch Balloons
 - u. Sweet cones Stall
 - v. Pick and Mix (with items such as Grinch Poop and Elf kisses). The adult running the stall will collect the sweets while using gloves.
 - w. Reindeer Food (Bird feed, porridge oats and edible glitter)
 - x. A final decision on which stalls will be run at a later meeting after half-term.
 - y. Outside Stalls will not be deployed, with the exception of a local author with a connection to the school.
 - z. Raffle:
 - i. Local Supermarkets will be approached (template letter available)
 - ii. Family tickets for West Midland Safari Park and Severn Valley Railway have already donated prizes
 - iii. 1,500 printed tickets will be prepared and sold by the pupils.
 - iv. Some raffle or bottle prizes will be used for a raffle prizes.
 - aa. A Christmas tree has been donated by Hodge Hill. Decorations will be created by the children.
 - bb. Food:
 - i. Hotdogs may be sold. Food hygiene is a consideration, and we need to ensure that the hotdogs are cooked properly.
 - ii. Ideally, we need someone in the trade with a Food Hygiene certificate. A callout will be sent to the parents to see what expertise we have available. A poster will be created. We will need to see their food certification.
 - cc. Dojo Notifications will be sent out to see how many children volunteers are available to run stalls.
5. Parents Evening:
- a. Tuesday (Set-up) Ash
 - b. Steph will collect milk for Parents evening.
 - c. If a new kettle is needed, PAT testing is a consideration.
6. School Disco:
- a. We have 11 volunteers. DSB checked: Steph, Helen, Oli, Vanessa (has school DBS from last year too).
 - b. Bags and coats will be left in their classrooms
 - c. Pupils will be returned to classrooms from the front of the school
 - d. Tuckshop: Will require the children to bring money into school.
 - e. Tickets can be purchased until the event.
 - f. Steph will help set-up and collect tuck shop items. Any tuck shop items will be checked for allergies.
7. Future school events will be advertised using PTFA Events. This will also be used to capture volunteers
8. Meeting closed at 10.50pm