

LYTCHETT MATRAVERS SCHOOL
PTA CHRISTMAS FAIR PLANNING MEETING

HELD ON TUESDAY 16th OCTOBER 2007

Attendees: James Fletcher, Sara Powell, Sally Atkinson, Melanie Gill, Lisa Thompson-Purvis, Sarah Day, Nina John, Louise Falconer, Tiffany Gallop, Claire McKenzie.

Apologies: Karen Townley, Melanie Morcombe, Patsy Bower, Cara Fusco, Suzanne Canning, Cynthia Hancock, Georgie Essen, Helen Smithard, Claire Taylor.

Action

1. **Welcome**

JF welcomed everyone and ran through the agenda for the meeting.

2. **Urgent Matters Arising before next meeting**

Car Boot Sales: The car boot sale prices were discussed as there had been some feedback that £5/car was too expensive. Most members present felt that this was the usual price for a car boot sale, and members of the Pre-School Fundraising Committee advised that they charged £5/table for their 'Table-top Sales'. A vote was held in which it was decided by a simple majority to keep the prices for sellers the same. It was decided not to charge the 20p/adult admission price to buyers. A donations bucket would be set up instead to raise money towards new kit for the netball teams. It was also decided not to open the hall for sellers if wet. The next car boot sale would be on Saturday November 3rd, sellers from 12.30pm and buyers from 1.30pm. It was agreed that after this the car boot sales would be suspended until March 2008, at which point they could be run on a monthly basis depending on their success.

3. **Promotion Arrangements for Forthcoming Events**

Car Boot Sale November 3rd: **TG agreed to investigate placing an advertisement in the Echo. JF offered to contact local radio stations.** Placement of posters in local establishments was discussed and a list drawn up:

TG
JF

Hanhams
Village Hall
Library
Community Notice Board
Tesco Express Community Notice board
Goldy's (via SD – SC to supply posters)
St. Peter's Finger
Rose & Crown
Chequers
Bakers Arms

SD/SC

SP would co-ordinate posters and roadside signs with SC.

SP/SC

4. **Discussion around the Christmas Fair Attractions**

JF invited discussion about what attractions had worked well at previous Christmas Fairs, and what the Committee would like to include this year. The following were discussed:

Tombolas – Chocolate & Bottle tombolas were felt to be good fundraisers with minimal effort. The teaching staff usually ran the tombolas on the evening. **SP to check with RT whether this could be the case this year also.** Year groups would again be asked for donations for this, associated with a non-uniform day.

SP/RT

Sweets Stall – this was very popular with the children. MM had already volunteered to co-ordinate running this stall on the evening. A parent (Elaine Dechow) had previously expressed concern over some sweets' ingredients and has offered to help with the shopping to avoid buying sweets with carcinogenic or otherwise detrimental additives. **SP to organise the shopping with ED.**

SP

Santa - The Grotto: It was decided not to use the igloos this year as they were labour intensive to set up and take down, and smell musty having been stored in the damp PTA shed. JF suggested the use of gazebos in the Studio which could be decorated with lights, snow, drapings, decorations etc.

Those members involved in the Pre-school Christmas Party on December 15th offered to help with preparation prior to the Fair day as they would be busy on the day itself.

Decorations: It was felt that not only the grotto decorations but the main Christmas Tree and school decorations needed replacing. **LTP to approach B&Q and JF to approach Makro for donations or special deals on lights, trees and decorations, where possible in the school colours of red and gold. MG to investigate the condition of the drapings from previous years.**

LTP/JF

MG

Presents: These would need to be purchased by age group and gender, and wrapped beforehand. **SP to check with Mo Fletcher on the numbers and types of presents bought previously. JF and LTP to approach ASDA, Tesco, Argos, Gurkha Restaurant and PC World to investigate the possibility of donations of either presents or raffle prizes.** This would be done in co-ordination with whoever sends out the main raffle prize 'begging letters' to local companies.

**SP
JF/LTP**

Santa: SP advised that while it is not a legal requirement to insist on 'Santa' being CRB checked, PTAs are advised that if he does not have CRB clearance then steps should be taken to ensure that children are not left alone with him. It was decided to have 2 Santas, if possible CRB checked and if not possible then to have an accompanying 'Mrs Santa' who is not related to him. **All members were asked to make enquiries for potential Santa volunteers.** If several volunteers could be found this would prevent each volunteer having to cover the full 3 hours. LTP advised that there was a fast track CRB check which may make it possible to gain quick clearance for Santas – **SP to investigate this with the school.**

ALL

SP

Timeslots: It was decided to continue with the system of issuing children with tickets with allocated timeslots in order to minimize queuing and allow for Santa refreshment breaks to be worked into the schedule.

Elves: It was decided to continue with the tradition of Elves accompanying the children in to see Santa. SP advised that there had already been two volunteers who would cover one hour of the event, and more would need to be found.

Stalls - KT had volunteered to contact regular stallholders. Outside stallholders should be charged £10 and asked for a raffle prize; some local groups and charities could be charged less or offered stalls for free. Professional businesses could be asked for a percentage of profits. **SP asked for ideas of potential new stalls. JF to advise parents via the October PTA newsletter that anyone wanting to run a stall should contact KT.**

**ALL
JF**

The Pre-School Committee would like to run a tombola.
The number of potential stalls was discussed. SP advised that it was unlikely we would get too many to fit into the school and that if stalls were limited to 2 tables each this would allow for more than were present last year. It was decided to set a deadline for stalls applications for November 30th.

Raffle - SD and NJ offered to send letters out to local businesses etc asking for raffle prize donations. SD to ask CT for a list of the companies previously asked for prizes. If possible the companies approached would be alternated for each major event to prevent loss of goodwill. A PTA headed letter with charity registration number was used last year. SP to provide JF with a copy of this.

SD/NJ
SD

SP

Professionally printed ticket books to be used as in previous years. SP to find out price/number of previous draw ticket print runs.

SP

Bar - JF proposed getting outside Personal Licence holder to run the bar. JF to discuss this possibility with the owner of Corfe Castle Model Village.

JF

Children's Crafts - SA offered to organise/run. This year stained glass painting would be offered. SP advised that there had been an offer of Christmas cracker kits but it was felt that this would require too much supervision.

PTA Stall – Calendars: The teachers were already asking the children to draw their own portraits and had been asked to return these by November 2nd. MM had put together two calendar templates and would be happy to amend or incorporate other ideas as required. NJ to provide example for next meeting of columned calendar layout which may translate to A4 size. NJ would also investigate the possibility of printing being done by local printing firms. All members would be asked to investigate the option of borrowing extra comb binders to make the task easier.

NJ

ALL

Unwanted/Unused Presents: LTP advised that this had been an effective fundraiser in another school. JF to include a request for unwanted boxed presents on October newsletter and advised that he had storage capacity for these.

JF

Other Items to sell: JF had included a request for home-made and handmade Christmas products in the October PTA newsletter and in the next Parish Magazine. SP advised that cut-price wrapping paper, crackers and Christmas cards had been obtained from Tesco in January which we were entitled to sell.

Other ideas discussed

'Pin the Nose on the Reindeer' game: LTP advised that this had proved popular at another school. Members to investigate the possibility of someone painting a reindeer picture for this, or of obtaining/borrowing a life-size stand up photograph of a film star, or an animal model (e.g. cow from Farmer Palmers) to provide a similar activity for children.

ALL

Christmas Tree Treasure Hunt: SA advised that there is a resource for this which allows children to select and pull a bauble on a Christmas Tree picture and win a variety of prizes.

Dance Mats: JF suggested that Dance Mats could be set up with AV equipment in a classroom. MG offered to lend hers for this and other mats would be sought to borrow.

Chocolate Fountain: JF suggested the hiring of a large chocolate fountain.

5. **Final List of Attractions/Entertainments**

This would be finalised over the course of subsequent meetings.

6. **Who, How and When**

Some volunteers had been obtained for the more urgent tasks. The formation of a

6. Who, How and When

Some volunteers had been obtained for the more urgent tasks. The formation of a sub-committee was discussed, and the opinion was expressed that this could lead to a feeling of exclusivity among members. JF was happy to continue with the Christmas Fair organisation on a more informal basis.

7. Any Other Business

No further business.

Sara Powell Minutes 2007-10-16.doc