

Parrett & Axe Primary School PTFA

Minutes of Meeting held at Parrett & Axe on 20<sup>th</sup> November 2018

**Present:** Antoinette Howard-Gardner, Sophie Wiles, Lyndsay Bailey, Jo Fursman, Shelley Lancaster, Hayley Francis, Karen Reeve, Liza Caddy, Simon Smith, Toni Childs & Katie Lamb.

**Apologies:** Kirstie Jones, Vikki Reed, Sophie Carstairs, Lisa Raison, Anneka Talbot & Jane Harris.

Minutes approved from last meeting.

**Christmas Fayre**

Christmas Fayre date changed to 7<sup>th</sup> December 2018 due to date clashes with other local school and village events. External stalls have been invited in this year, all paying £10 a table – in total we have 10 booked which is £100 before we have even started.

Posters need printing off and putting up around the area – to be done asap.

Stonewater Homes have offered to sponsor the event £150 in return for us advertising them. With the sponsorship and external stalls – already £250 in the kitty.

We need 2 road signs to put up, each costing £8 each – agreed on this purchase.

Lots of stalls for the Christmas fayre, all the classroom and main hall will be utilised.

Secret Santa stall, presents need to be purchased – approx. 35 of each male and female presents, Shelley kindly offered to sort this.

Mr Smith will be running the wine vs water stall – any empty wine bottles with lids that you may have will be useful!

Refreshment stall – Antoinette and Toni to sort out getting of the supplies.

Teddy Tombola – Toni and Karen to sort out the teddies on the morning of the 6<sup>th</sup> December.

Antoinette will be going through the stock to check dates etc on already accumulated hamper bits.

We have lots of offers for help already, which is fantastic. Would be perfect if we had a few more people to help in any way they can.

There will be some singing at the Christmas fayre, ideal opportunity to get more in the Christmas spirit, and watch the children perform some traditional songs.

Tealights to be used to light up the path outside the school – Jam jars are required – any lying around at home please get in touch.

### **Christmas Disco**

The Christmas disco will be held on Thursday 20<sup>th</sup> December. The DJ has been contacted in regards to the music levels – some children (and adults!) felt that the music level was too loud, so the volume will be lower. In addition to a lower music level, a quiet room will be set up for children that need a break from the disco or who find it all a bit overwhelming.

More glow sticks need to be purchased. Antoinette to sort out the buying of squash and biscuits for the refreshments.

Helpers are always welcomed at the disco – you will not be turned away!

Disco letter to mention about not dropping children off early. Admission to disco to be £2.50, no more than £5 for a family.

### **Casino Ball**

Lyndsay has been making huge progress on the ball which will be held 22<sup>nd</sup> March 2018. The ball is booked, £100 deposit is needed for the casino company. 3 casino table will be £600, will play it by ear depending on how many tickets are sold.

Stonewater will be asked if they want to sponsor the ball, as they have said they will be happy to sponsor some future events.

There will be live music – Lyndsay to speak to a few people to sort this out. Music will be on the stage at one end and the casino will be on the mezzanine.

Capacity for 180 tickets to be sold, Lyndsay will be point of contact for tickets due to menu choice etc.

Lyndsay to speak to Haselbury Mill to see if anyone going to the event who wants to book rooms can receive a discount.

Tickets will cost £35, will be able to book whole tables.

Lyndsay to have a list of people who we ask for raffle bits for other events so we don't double up.

Possible non school uniform day in March at a cost of £1 to boost the ball.

Designing of the posters and printing of the tickets will be done in the near future. Symonds and Sampson have agreed to sponsor the advertising of the ball, signs to go up in Feb.

Lyndsays sister will be doing the decorating at a subsidized cost, balloon pillars, centre pieces, place settings, table plan etc.

Not too much help needed to set up, but help needed to clear the morning after.

Do some advertising in regards to save the date before posters and tickets come out.

### Future Events

Christmas Fayre – 7<sup>th</sup> December

Movie Night – 8<sup>th</sup> February

Casino Ball – 22<sup>nd</sup> March

Quiz Night – Spring Term, Date TBC

Chocolate Easter Bingo – TBC

### Summer Fete

More in depth discussion needed to discuss the way its been done. Not a popular one in regards to offers of help. Maybe have less stalls and have a rotation system for helpers. BBQ, Bar, Tombola & Raffle are definite stalls.

### Financial Update

<b>Income</b>	<b>Year To Date £</b>
Summer Fete	6.05
Movie Night	130.03
<b>Total</b>	<b>136.06</b>
<b>Expenditure</b>	
AGM	48
Donations To School	3510
Ball	200
Draw Tickets	18
General Expenses	25.53
<b>Total</b>	<b>3801.53</b>
<b>Balance Brought Forward 01/09/2018</b>	
Bank Account	6822.14
Cash In Hand	100.00
<b>Total</b>	<b>6922.14</b>
Add: Income	136.08
Less: Expenditure	-3801.53
Balance Carried Forward	3256.69
Bank Account 30/10/2018	3070.19
Cash in Hand	186.5
<b>Total</b>	<b>3256.69</b>

### **Any Other Business**

Facebook group chat to be created to keep lines of communication open in between meetings, and to enable votes to happen on small things that need deciding on before the next meeting is due.

Cellophane for the Christmas hampers to be purchased of Amazon – agreed. Hamper raffle tickets have already been purchased and sent out with the children.

Jo has plenty of raffle tickets at her house, Karen has some at hers too, so need for replacements just yet.

Mr Smith said that on the last Friday of term – 21<sup>st</sup> December - there will be a big church service involving the whole school and he would like to see as many parents there as possible. The service will start at 1.30 and finish at 2.30 – the children can go home straight after the service if their parents are there – the school will need to know in advance though. **NO PARKING IN THE PUB CAR PARK!**

**Date of Next Meeting: 5<sup>TH</sup> February 6.30pm**