

**Parents and Friends Association  
Christmas Fayre Planning  
Meeting Minutes – 30th October 2017 @ 6:30pm**

**Attendees:** Tim Hallett, Nicki Kennedy, Kellyann McGovern, Jenna Parry, Emer Lesova, Michelle Doyle, Michelle Baillie & Mary Morgan **Chair:** Ana Andrade

**Apologies:** Suzanne Hazeltine, Tanya Taylor, Jo Doyle, Lindsey Hazell, Sian Mullan, Alex Stimpson, Kelly Power, Ingrid Hollan-Eldrige, & Inna Orjola.

**School Disco**

Feedback from the disco has been very positive, after all the income and expenses were calculated our final profit for the disco was £801.63 which is fantastic.

**Christmas Fayre -1st December 2017 – 4:30pm-7pm**

As in previous years we will ask parents to donate where possible to enable us to offer a wide range of fun activities for the children of St Francis. We will distribute the donations schedule via Parentmail this week as the first donations requested for the secrets room will be next week.

**Donation Schedule**

Week Commencing 6th November	<b>Secrets Room.</b> Please donate small gifts, such as chocolates, toiletries, socks, ties, candles etc. In a change this year we are asking <b>KS1</b> to donate for Dad's and <b>KS2</b> donate for Mums. If children can donate one gift for each parent that would be greatly received as we always fall short.
23 <sup>rd</sup> November	<b>Bottle &amp; Chocolate Tombola.</b> On Thursday 23 <sup>rd</sup> November children are invited to attend school in their own clothes in exchange for chocolates or a bottle for our tombola's. <b>KS1</b> are being asked for Chocolates. <b>KS2</b> for a bottle please.
Week Commencing 27 <sup>th</sup> November	Please bake or buy cakes and biscuits for the cake stall, donations of homemade items to be brought on the day of the fayre please.

## Final Stall List

Below is a list of stalls for 2017 Christmas Fayre, we have decided not to invite external stall holders to have stalls this year, we have several new stalls and we simply do not have enough room.

Stall	PFA Responsibility	Notes	Price Charged at Fayre If known
Secrets Rooms	Tim – 5 Teachers P/H	PFA will provide all materials needed to wrap	£1 per gift, Maximum 2 per child
Chocolate Tombola	Jenna Parry	From donations received by KS1 on 23 <sup>rd</sup> November	£1 per strip (5 Tickets)
Bottle Tombola	Emer Lesova & Mary Morgan	From Donations received on 23 <sup>rd</sup> November by KS2	£1 per strip (5 Tickets)
Refreshments/Cakes	Jo Doyle	Purchased refreshments and donated cakes will be sold.	TBC
Glow Stall	Nicki Kennedy	Always very popular, purchase more than last year	TBC
Lucky Dip	Leeann Dunlevy	Leeann has taken left over toys from disco and will purchase additional items which will be wrapped during santa's workshops	£1 per dip
Sweets	Jo Doyle	Sweets will be purchased and wrapped during santa's workshops.	50p & £1
Chapel	Tim & Nicki	Speak to David regarding having chapel. Tim speak to Mrs Murphy about RE council manning in 30 min slots.	FOC
Santa & Elves	Ana Andrade	320 Santa's have been ordered, collection 29 <sup>th</sup> Nov. Setup will take place 30 <sup>th</sup> November and 1 <sup>st</sup> December. Take down Saturday 2 <sup>nd</sup> December. Need to purchase candy canes.	£1
Decorate Plate/Mug	Michelle Doyle	Last year we purchased 120 and sold out near the end. Buy similar amount in total but more mugs than plates. Also need new pens and check stencils are ok from last year. Also test baking plates and mug and give instructions when selling.	£1.50

Hot Food	Nicki Kennedy	The Pizza company we used last year are not available. An alternative Italian food company has been booked <a href="http://www.odoriesaporibyromeo.com">www.odoriesaporibyromeo.com</a> . They offer slice or whole pizza as well as pasta options. Gluten free pasta will be available, but GF pizza will not be available as they only have one wood oven and the risk of contamination is too high. 15% of profit will be given to the school.	£3 per slice or £7-£11 for whole pizza depending on topping.
Raffle	Kellyann McGovern	Supermarkets have already been contacted for donations. Other suggestions include: Go Carting, Fishers Farm, Beauty salons, Nestle, Poundland, Godstone Farm, Cinema, Swimming, Virtual golf and F1 experience, Smith & Western, Tulleys Farm, Bowling, Nuffield Gym, Virgin Active Gym, Hair Salons. Also put a shout out on FB page to see if any parents can help with raffle prizes	£1 per ticket
Face Art - <b>New</b>	Alex Stimpson & Nikki Murphy	Located in the music room opposite after school club as feel this will be very busy. Need to confirm charge to PFA so we are able to set the price.	TBC
Reindeer Food and Santa's Keys - <b>New</b>	Sian Mullan	Trying to get donations for this stall	TBC
Meet Poppy from Trolls - <b>New</b>	Kellyann McGovern	Meet & greet Poppy and have your photo taken. Children provided with stickers and pink face paint	£1
Sand Art - <b>New</b>	Tanya Taylor	Christmas themed sand art either to do at the fayre or kits to take away and do	£2-£3
Toss Rings over Santa - <b>New</b>	Suzanne Hazeltine	Fun games for kids	TBC
Pin a nose on Ruldolph - <b>New</b>	Suzanne Hazeltine	Fun games for kids	TBC
Hook a Christmas Decoration - <b>New</b>	Suzanne Hazeltine	Fun games for kids	TBC

WOW – This is going to be a must not miss event. So many New activities

### **Advertising**

Arrange for Banner to be updated at Fast Signs  
Produce and distribute flyers

### **Action**

Nicki  
Ana & Michelle

### **Santa's Workshops**

Santa's workshops will take place straight after morning drop off on the following dates. All welcome, sign in at reception and come to the after-school club.

Friday 10<sup>th</sup> November  
Friday 17<sup>th</sup> November  
Thursday 23<sup>rd</sup> November  
Monday 27<sup>th</sup> November  
Friday 1<sup>st</sup> December

### **Misc Actions**

10 x year 6 helpers will be required. 6 as Santa's elves and 4 to assist with Meet Poppy activity.

Ensure rainbow room is available for setup on 30<sup>th</sup> Nov, 1<sup>st</sup> Dec and access to school morning of 2<sup>nd</sup> Dec.

Look at purchasing outside battery operated lights

Tim & Ana

Tim

Nicki

### **Raffle Tickets**

Raffle tickets have arrived and will be distributed to all children next Wed/Thursday. Each child will receive one book (containing 5 tickets) along with a letter and money envelope.

Nicki & Mary

### **Volunteer Recruitment**

Start to recruit volunteers via facebook, email and by sign up sheets

Tanya Taylor

### **Music**

Choir has been booked to sing at 5pm

Nicki

Paul Stanworth is going to sing during the fayre with breaks for announcements, raffle and choir

### **AOB**

Next PFA meeting 27<sup>th</sup> November 6:30-8pm

Bookers Card – Currently we have a Bookers card but need new signatories to be setup

Tim

PFA Newsletter – Newsletter will be distributed week commencing 11<sup>th</sup> December. Would like to include wish list items, Air Con, extend kitchens.

Ana & Michelle

## **Christmas Nativity Ticket Sales and Refreshments**

### *Sell Tickets:*

4<sup>th</sup> December – Nicki (one more needed)

5<sup>th</sup> December – Kellyann & Jenna

### *Manning Refreshments:*

Tuesday 12<sup>th</sup> Dec 2pm – Nicki & Kellyann – No more needed

Tuesday 12<sup>th</sup> Dec 7pm – Nicki, Mary, Emer & Kellyann

Wednesday 13<sup>th</sup> Dec 7pm – Nicki, Kellyann, Michelle Doyle (1+2 needed)

Events for Next Year. We would really like to bring some new events in 2018. Investigate Quiz night and/or fashion evening

### **New Stall Idea**

Following the PFA meeting, we were contacted to ask if we have any parents who would setup and run a stall which would have a traditional Christmas activity from a different country. It would be lovely to reflect the diversity of our school at our fayre. If you have an idea for a stall, we would love to hear from you.

All