



Draft Minutes of Parent and Teacher Association

Friday 24th June 2022 at 2pm

At Harvills Hawthorn Primary, Wolseley Road, West Bromwich B70 0NG

Present: Sam Hill, Teacher
Claire Hartley
Liz Conboy
Nicola Cooke, Governor
Jennie Hall – in attendance
Manisha Patel
Vicky Greenaway
Julie Aslan

Apologies: Shelley Greasley, Vice Chair
Lisa Jukes, Chair
Denise Heginbotham, Governor

Introductions and welcome two new members, Vicky and Julie.

Christmas Fayre 2022

At our initial AGM meeting we agreed roles and we decided we needed a meeting to talk about the Christmas fayre on:

Thursday 8th December 2022 at 3.30pm – 5.00pm. We will tidy-up until 5.30pm.

NC – It is the same date as Christmas Jumper Day.

Manisha asked what have you done in the past?

NC – there has not been one for many years.

SH – we organised the summer fayre and we spread it all over until it rained and we had to close it. The Christmas Fayre will be in the hall as it will be starting to get dark outside.

Do we allow external vendors? Yes, if anyone makes crafts or anything.

Can people come from outside of school? Not really, because space is limited.

Liz sent a message to Lisa to ask for her ideas. She said she will do hot choc cones, gnomes. Sam will speak to her.

Santa's grotto

Nicola – ticket lead (£2 each ticket)

Budget: £100 for books/gifts

Action: SH to ask Miss Sheen about using low stimulation room for grotto.

Action: NC to ask Mark (Vicar) to be santa.

Action: SH to put “first come first served” on flyer.

A lot of families do not get a chance to see Father Christmas.

Suggested making a grotto in forest school, but I do not know how we would get around going outside, as it will be getting dark outside.

Suggested a Christmas trail to the grotto.

Suggested using the low stimulation room downstairs.

We definitely want a Santa – possibly Mr Law? Or new caretaker? Suggested Nicola asks Mark (Vicar) to do it and let Sam know what he says.

We want to buy presents. Children usually get a selection box from school so we want to give a present like a book.

We want to charge £2 per child. When we did small prizes for the fair, you are struggling to get things below 15p. A little book would be £1, but books would be nice. The Works do book sets for older kids 10 for £10. You can sign up for a Works card and you get 10% off.

How many children can we get in to see Santa in 1½ hours? Maximum would be 90 children (@1minute per child). If children have 5 minutes we will only get 36 children in to see him. Nicola will be the ticket lead.

Claire will have a look around to see what books she can buy for £100.

How do children get the tickets? SH to put first come first served on the flyer. The tickets may also go to children who do not come to this school.

The Works do 48 Mr Men books for £30.

Do we want to offer photos? It would cost £33 for 100 photos, but the problem would be printing the photos quickly – we will leave this idea for next year.

Craft stall

Liz and Lisa were talking about making Christmas chopping boards and selling them.

Action: Lisa/Liz to sort.

Chocolate Tombola

At the summer fayre the chocolate stall went crazy.

Raffle

Action: NC to ask Denise (Riverside) to donate prizes.

Raffle tickets £1 a strip. Prizes are normally hampers.

We will start selling tickets for the raffle at the nativity events.

People might donate Christmas hampers.

We would need donations of chocolates, sweets, bottles and toiletries.

Nicola will contact Denise at Riverside to ask if she can donate prizes.

Vicky will get 3 raffle prizes.

Suggested we have a silent auction for some of the prizes that are donated. You put down what you want to bid and the one who bids the most will win it.

We need prizes by 6th December – Vicky will try to bring in by mid-November.

Dates of events for raffle are:

Nativity EY – Tuesday 6th December at 9.15am and 2.30pm

Year 5 and Year 6 performance – Monday 5th December at 2.00pm – Nicola and Vicky

KS1 Carol concert – Monday 12th December at 2.30pm – Nicola and Vicky

Year 3 and Year 4 on 9th December at 2.00pm – Claire and Manisha

Teddy Bear Stall

Kids love a teddy bear stall. We would need donations.

Christmas Baubles/Trees

Action: Liz to contact daisy moon.

We have previously had decorated Christmas baubles.

You can get wooden baubles that you colour-in.

20 plastic baubles would be £6, but it would be better to have wooden ones.

Liz will contact Daisy moon to ask if she can do any wooden baubles.

They can take them away with them.

Christmas Lanterns

Action: Liz to cut out.

Children to colour-in and battery lights.

Snowman socks

Liz to make 20 snowmen socks. Budget £7.

Liz makes them and then the kids can decorate them.

Lucky Dip Bag

In the office area?

Julie will help Manisha.

In a flexi tub.

Budget £20

There are no prizes left from the summer fayre – we will need to buy some.

Buy Christmas pens/pencils etc. – Claire to buy prizes.

Refreshments

Budget £40

Hot drinks and pop.

Sam will ask Denise to donate refreshments e.g. mince pies and mini yule logs.

We spent £37.95 at Iceland for the summer fayre.

Offer hot chocolate – buy vegan marshmallows and squirty cream.

Manisha to buy 30 samosas.

Lisa/Liz to buy refreshments. Use money in the tin.

Action: Also, sell hot drinks/pop/refreshments at parents evening on Thursday 17th November 3pm – 7pm. Need someone to set up at 3pm.

Magic reindeer food

Action: Vicky to do

Budget £5

Aldi sell porridge 30p a bag. Lisa will make them. Vicky to donate bags.

RSPCA have recipes for reindeer food.

We have some jars leftover from the summer fayre that we could use.

Santa's Postbox

We already have a postbox.

Vicky has 100 letterbox boxes to donate for this.

Free for children.

Teachers in Reindeer antlers

Budget £4.99 each set

Action: SH to find teachers to volunteer.

Mendi and face painting – Manisha to sort.

“Free” activities for children

Create an area for children to dress up and use props etc.

Action: Liz to make big decorations. SH to buy dowels and card for her.

Pin the nose on the big snowman – Liz to make.

Find the letters – what does the word spell?

Treasure hunt – like a bingo scavenger hunt – sweets as prizes – Claire to buy prizes.

The prize stall was mayhem at the summer fayre – we spent about £60 last time.

Action: Lisa will look and price-up sweets (Haribos, candy canes, etc) and put it on the group chat.

If we can get the card, we can make the reindeer cards.

Action: buy wrapping paper.

Action: SH to map out where the tables will be in the hall.

Action: Liz to create poster to advertise the event.

Action : Date to be arranged for wrapping the presents and books.

Sabir ? said she will help on the day.

Selection Boxes

The PTA will buy 500 selection boxes with the profits from the Christmas Fayre.

Action: Nicola, Julie and Vicky agreed to come into school and sit and wrap them all + wrap all the lucky dips.

Claire is free on Wednesdays to help.

Re-imbusement

The PTA will buy it and then give Sam their receipt and she will bank transfer it back to them.

Christmas Jumper swap shop

Open up at the Christmas performances.

Discussed putting together uniform bundles for children and putting out some of them with a sign asking for donations.

Date of next meeting

To be arranged.