

## **Eastington PA & Friends**

### **Meeting – 3<sup>rd</sup> November**

#### **Minutes**

**Attendees:** Grace Andrews, Claire Banks, Judi Bonham, Emma Charlesworth, Karen Hayes, Jane King, Jason King, Katrina Naphthine, Lisa Norman, Sam Organ, Malcolm Strang, Jules Telford, Gaby Warner, Tasha Warren

**Apologies:** Janet Godsell, Masano Hedges, Emma Owen

**Review of minutes of last meeting (14 October).** Circulated by Emma C, no further amendments noted. Jason K asked MS for an updated copy of the constitution.

Jason K said that there were the following actions from the minutes

- Paul Fraser had offered to donate a Blu-Ray player (also plays normal DVDs) as first prize for the Christmas raffle
- Because of this, the school council had not been asked for ideas on what to select as first prize
- Jules T to be asked to approach contacts for other prizes- this to be discussed later in the meeting
- Jane King coordinating donations for the hamper

#### **Review of Halloween party**

This had been a success, with the children having enjoyed themselves and a provisional profit of £188.96 being made. This was less than last year, but at that event bar stock from the cancelled duck races had been used. There was also quite a lot of stock left over (sweets/chocolate etc) which could be used for future events. Jason asked Gaby if this could be calculated and taken into account so that the cost of staging the event could be more accurate. Photos taken at the event to be put on the website to highlight PA activities. Letters of thanks have been sent to Sainsburys, the Godsell, the Watts, Roger Underdown and Steve Clifford at A&E.

**Actions:** The Watts to be paid as now returned from holiday. (GW)

#### **Points for next time:**

More directions to the venue

Look at purchasing reusable items to reduce costs

#### **Dates in the diary**

SO has been working with MS and Lynne Lester to create a school planner which would contain dates of PA events/meetings as well as other school

events/holidays etc. This would be circulated in hard copy and also put on the website, so that parents would have more information about what was planned. Jason K asked MS whether he would want to put in all school events (including assemblys, PGL etc). MS said some events would need to be put in on a term by term basis, but in principle agreed. **MS to action.**

Jason K ran through last years events:

Term 1 Halloween

Term 2 Christmas Bazaar

Term 3 No event

Term 4 Quiz/Easter events

Term 5 Treasure Hunt/May Queen

Term 6 Duck races/Sports Day

Dates for some of the events for the forthcoming year were already established and in the school calendar. **MS** had provided some provisional dates where events could be staged. JB noted that in previous years there hadn't been an event in Term 3, because of the amount of planning involved in the Christmas Bazaar, and the difficulty of finding a suitable date in time to allow for planning. Jason K agreed and said that those organising event in Term 3 might concentrate on that rather than Christmas Bazaar.

It was agreed that the aim should be to stage one event per term (in addition to May Queen/Easter Draw/Sports Day, which are established and require less planning) Having looked at which events had proved most popular/profitable in previous years, the following have been provisionally arranged:

Term 1 – Halloween 20<sup>th</sup> October - done

Term 2 - Christmas Bazaar 6<sup>th</sup> December

Term 3 – Beetle Drive 5<sup>th</sup> or 12<sup>th</sup> February.

Term 4 - Race Night– 19<sup>th</sup> March

Easter Egg Draw – 1<sup>st</sup> April

Term 5 - Auction of Promises 7<sup>th</sup> May

May Queen 27<sup>th</sup> May

Term 6 - Duck Races 27<sup>th</sup> June

Sports Day 19<sup>th</sup> July

## **Christmas Bazaar**

Jason K circulated a list of the stalls that were held last year, this was reviewed and the following actions agreed (attached)

## **Date and time of next meeting**

Tuesday 1<sup>st</sup> December at the school, 7.15pm (to include time to wrap prizes etc)

What	Status	What needs to happen	Who
Raffle tickets	Emma O has drafted a set of raffle tickets, but websites have been identified that may make this easier either as a free download (SO) or for the whole lot to be produced for £25 (JT)	Evaluate best option  Based on this, may need to coordinate production of Tickets  Produce tickets  Need to be distributed at school together with flyer by next week	SO/Jason K Janet G  All
Prizes	Blu-ray player, hamper, meat voucher, games already underway  Need additional prizes	Review last years donors, coordinate approaching them, provide letter template  Write to donors and visit in person (and any other possible donors) These suggested by JB (B & Q, cinema, bowling)	SO/JK  All – JK to coordinate
Publicity	Need flyers/volunteer chart	Produce flyer as for previous years, asking for help, donations etc Create volunteer chart	Emma O?  ?
Matched funding	Has been worth £500 in previous years.	Identify parents who work for companies that run scheme	Jason K/MS
Stocktake	May be prizes and other goods that have been carried over from previous years	Check what is available	SO
Childrens tombola	Need donations from parents and also sweets for losers	Ask for donations in flyer Purchase sweets	
Chocolate tombola	Need donations from parents	Ask for donations in flyer	

What	Status	What needs to happen	Who
Adult tombola	Need donations from parents	Ask for donations in flyer	
Father Christmas	Need "volunteer"  £2.50 to see Santa Additional £2 to have photo taken with Santa (money taken on day)	MS to approach Martin Elliott  Presents to be sourced (£1 to buy) depending on stocktake Wrapping paper	MS All  ?
Secret Santa		Adult presents to be sourced (approx £1) depending on stocktake	All
Lucky Dip		Presents to be sourced (50p??) depending on stocktake	All
Lucky Bags	These are sent home for parents to fill (boy/girl)	Source suitable bags depending on how stall will be displayed	All
Bottle Stall		Ask for donations from parents – flyer Check if Dalbys have empty bottles	JB
Mulled wine & mince pies		Buy wine/mulled wine spices Donate mince pies	GW All
Make a decoration	Or decorate a pebble?? Or look at clay??	Decide on best option	??
Xmas crackers	Put £5 in a lucky cracker	Source cheap crackers	
Ice a biscuit	?		
Face painting	Need at least 2 volunteers, poss do tattoos as well	Talk to Masano/Maria Hunter/Jayne Elder	Karen H
Treasure Hunt		Need to find board / decide on prize – chocolate coins?	

What	Status	What needs to happen	Who
Advent calendar		Find advent calendar Get prizes/sweets	JB
Key box		JB to ask father if key box in use elsewhere Find out if a parent can make one	JB Jason K
Playgroup stall		See if want to run one	Karen
Refreshments	Tea/Coffee, Chips, Ketchup, cakes Napkins/cups etc, Squash?	Cakes to be donated so request nearer the time Check stock levels and purchase what needed	
Table coverings	Look to find reusable alternatives	Buy cheap sheets from tesco and dye	Karen
Decorations	For Santas grotto  For the hall	See what is left from last year See how best to decorate area (speak to Sally Cox)  Donate surplus decorations Organise make a decoration competition, guillotine paper for chains etc	GW  All ?