



Meeting Report

PTA meeting

Date: 25th November 2013

Present:

Ruth Robson	Lisa van Damms	
Nicola Hall	Jill Prill	
Liane Unsworth		
Vicki McArdle		
Michelle Lockwood		

Objective:

Next Meeting : **Monday 9th December at 6.30pm**

THE CHRISTMAS MARKET WILL BE HAPPENING THIS WEEK SO PLEASE DO YOUR BEST TO ATTEND ON Mon 9th

Actions:

<u>Review Comments</u>	<u>Who / When</u>
<p>1. <u>Nursery / Reception Party</u></p> <p>Change of Direction agreed at the meeting. The PTA will support the 'official' School party for Nursery / Reception children. This is viewed as enough for the little ones currently with all the general excitement! A PTA event will be held for them later into the year</p> <p>Letter to go out to Parents to explain this is how we the PTA are supporting the younger ones – so they don't feel left out (following the Disco)</p> <p>Paul Traynor being Santa for all 60 Reception Children. Costume purchased already!</p>	<p>done</p> <p>done</p>

<p>PTA will supply the gifts for 96 Children. Elizabeth has ordered 'create your own' Finger puppets – will be in school w/c 2nd December</p> <p>All 96 pressies need wrapping. Team of Volunteers recruited already – separate e mail to the team</p> <p>Wrapping paper needs to be brought – had a volunteer for that too – thanks Allyson G</p> <p>PTA supplying 96 Fairy Cakes for the Reception / Nursery party – volunteered organised for that – thanks Pauline W. Cake will be in school by Tues 17th Dec. Drinks / Crisps / Sweeties already stored away</p> <p>Jill Prill is leading / helping with the Party events. Mrs Mansfield has confirmed that NO additional parent help is needed – but she was very grateful for the offers</p>	<p>done</p> <p>RR 27 / 11</p> <p>Done</p> <p>done</p>
<p style="text-align: center;"><u>Christmas Fair – Friday 13th December from 3pm</u></p> <p>All stalls / activities outside in the new school playground area – almost come rain or shine</p>	
<p>1. <u>Gazebo's</u></p> <p>I have brought Eight 3m x 6m Gazebos (same size as the Summer ones) that are <u>POP UP</u> Gazebo's and only take 1 minute to erect. Thought this would overcome the 'who / how' are we going to set them up / take them down concerns. I have brought weights for 4 of 6 legs on each Gazebo. All the Gazebo's have fully enclosed sides – that can be rolled up and away depending on the Weather</p> <p>I have also brought a large 3m x 9m non-pop up Gazebo / Food Tent that will be brilliant for serving food and Drinks from. This has a steel frame so needs to be popped together like the plastic gazebo's were in the Summer</p> <p>These are a significant investment for the PTA – however we need to look at using these across 3-5 years. If we look after them, pack them away into their self-storage holdalls, there is no reason they won't last this long.</p> <p>It's fair to say that we need them for Summer events as much as Autumn events!!</p>	
<p>2. <u>Non Uniform Day</u> Friday 6th Dec</p> <p>Letter gone out re Donations</p> <p>Daily Countdown posters in place.....</p>	

<p>3. <u>Christmas Fair Poster</u></p> <p>Brilliant Poster created by Dawn – massive thankyou!</p> <p>We are laminating some via Lisa VD so if you have anywhere that you can display one, please do! ie Post Office / Corner Shop / Noticeboard</p>	<p>done</p>
<p>4. <u>BBQ</u></p> <p>Hired – and will be delivered / collected</p>	<p>Done</p>
<p>5. <u>Playground Lighting</u></p> <p>Sorted!!</p> <p>We have identified that we need x4 units in the Playground / Car park to light it properly – so people can move around safely and see what they are doing</p> <p>Some will be supplied by a parent – the balance will be from the Hire Shop in Walkden via Jill Prill (£24 + vat incl Generator / Lights / Fuel)</p> <p>Please bring Extension cables – we need as many as possible</p>	
<p>6. <u>St Marks PTA Christmas Puddings</u></p> <p>Order 4 x cases of small Christmas puddings (144 in total) to sell on the day. Profit = 84 pence per unit Decorated with St Mark's labels – ideal Grandparent gift Sell at £2</p> <p><u>Sales to date = 21.5% gone on the 1st day in pre-orders</u></p>	<p>done</p>
<p>7. <u>Christmas Fair Food</u></p> <p>Elizabeth will act as the Leader on the Food Team – fantastic news after the Summer Festival results on Food.</p> <p><u>The Food Team:</u> Andrea Fickling Claire Hodginkson Kate Michelle Flynn Sam Walkden</p> <p>Volunteers needed to cook on the Kieran Thomas – confirmed on the BBQ</p> <p><u>Food:</u> German Style Sausages Hot Dogs</p>	

<p>Cakes Donuts / Mince pies</p> <p><u>Drinks:</u> Tea / Coffee / Cappucino? Hot Chocolate – with Cream and marshmallows Mulled Wine (served from jugs outside) Winter Pimms (served in jugs outside) – made with warm Apple juice Children’s Cup Drinks</p> <p>Michelle to source best deals on Drinks (Pimms / Mulled Wine) via on 25/11 was that we need 20x Bottles of Mulled Wine (not x10)</p>	<p>Separate note to Elizabeth to detail the Stock levels we have</p> <p>Michelle</p>
<p>8. <u>Glow Sticks</u></p> <p>Order LOADS for the Fair – 10p a stick again (need to check the Unit Cost once ordered) Lisa Van Damm to re-order</p> <p>Roe Green Cricket Club have some light – up Swords etc left from the (rainy) Bonfire night. Confirm the Cost price and make a call on whether we buy them</p>	<p>Done!</p>
<p>9. <u>School Choir</u></p> <p>Confirmed to sing at the Fair at c3.30pm</p>	<p>Mr Murray</p>
<p>10. <u>Santa’s Grotto</u></p> <p>Lisa Van Damms is Queen of the Grotto Jonathan Knipe will be taking pics of the kids with Santa from 4pm</p> <p>The ‘spare’ classroom in the new block to be used as the Grotto – so it can be set up early</p> <p>Selection Boxes already purchased as the gifts</p> <p>Look at ‘pre selling’ tickets for Santa to control the queues (and extend the time people spend at the fair)</p> <p>We have 72 ‘Santa Picture frames’ and envelopes from 2012</p>	<p>Thoughts??</p> <p>Info for Jon</p>
<p>11. <u>External Stalls</u></p> <p>All will be £20 + donation to the Raffle / Tombola</p> <p><u>Confirmed:</u></p> <p>Lisa’s Homemade Cakes - parent Cityblok – Cool Acrylic style Photo frames – linked to Nicola Wellens Babylontouch – Jewellery – parent (Mrs Hujazi)</p>	

<p>Wooden Name plaques – parent (Lisa Oliver) Ruby Lillie – linked to Nicola Wellens Claire Eyre’s Sister – pretty pink girly bits and pieces Bubbaloo Photo’s – parent (Gary Oakley) Christmas Wreaths stall – The Flower Room (order on the day and get free delivery)</p>	
<p>12. <u>PTA Stalls</u></p> <p>Teddy Tombola – into bags and numbered like a normal raffle - Lisa VD can source the brown takeaway still bags Chocolate Tombola Bottle Stall Raffle Tickets for sale – walk around job Name the Teddy – walk around job – Volunteer to by the Bear please General Tombola stall (gifts / toiletries) Lucky Dip – everyone to donate their accumulated ‘bits’ The legend that is The Jam Jars.....</p> <p>Year 6 selling Reindeer Dust</p>	<p>Volunteer to go to Build a Bear !!</p> <p>Don’t forget to clear out your left over party bits!</p> <p>Michelle Flynn</p>
<p>13. <u>Raffle Prizes</u></p> <p>Great Prizes being offered up so far (all the be finalised)</p> <p><u>Confirmed:</u> 2 x tickets to Manchester United Free Studio session at Bubbaloo 2 x City Tickets 2 x Rugby tickets 2 x Bolton Tickets</p> <p>Nicola W ringing around on a mission.....</p>	
<p><u>AOB</u></p>	
<p>14. <u>Summer Music Festival</u></p> <p>Date agreed for Saturday 12th July 2013 People to ask around for people keen to take part – Band wise – and book them up early Mrs Erith’s Son is in Radio Impulse. A teacher and or Lisa VD via Worsley Farmers market to enquire / book them</p>	<p>Lisa VD / Mrs Erith</p>

Ruth Robson

27 11 13