



## **Minutes of Anton Friends PTA Subcommittee Meeting, Held on Thursday 1<sup>st</sup> November 2018**

Attendees: Laura Vale (Chair), Mel Williams (Vice Chair), Jemma Leonard, Katie Uren, Andrea Curnick, Katie Fielder, Sharon Duffield, Susan Wyeth, Claire Lambert, Mark Taylor, Janine Hodson, Claire Jamison, Rebecca Sorousch, Lindsay Nock, Natalie Dowdall, Caroline Young, Karen Helsdon (note taker)

Apologies: Kirsten Hill.

The meeting was opened by Laura Vale and it was decided to go ahead with organising the Christmas Fayre.

### **1. Christmas Fayre - Friday 7th December 2018**

#### **Raffle**

Dress down day to be held on 30/11/2018. Hamper wrapping to take place after school. Raffle is being completed without class lists this year, tickets to go out shortly – **Action – Kirsten**

#### **Tombola**

Dress down day to be held 23/11/2018. Volunteers needed to take donations from the schools, store and label up with tickets. **Action – Andrea and Claire Jamison**

It was discussed whether to move the location of the tombola from previous years and suggested that the lower school practical area might be a good location **Action – Laura to check with schools.**

#### **Grotto**

Confirm availability of Santa – **Action Laura**  
Co-ordinate slots and put schedule together **Action – Jemma**  
Setting up **Action – Natalie, Mela, Claire, Susan**  
Wrapping presents – **Action – Natalie, Susan**

#### **Games**

Spin the Wheel – Claire Lambert

Wine or Water Game –

Whiskey Strings – Lindsay

Guess how many sweets in the jar - Sharon

Hoopla – Janine

Lolly game – Janine

Lucky dip – to be decided

Where's Santa Treasure Map – Katie Uren (Mel to donate prize)

Pound in a jar game – to check if infant school teachers would like to do this game

### **Stalls**

Home made cakes – prize to be kept back from raffle donations – to check if junior school staff are happy to man this

Crisps and drinks – to check if junior school staff are happy to man this

Sweet stall –

Decorate a Christmas biscuit – Katie Fielder

Santa Photo Booth

Face painting/glow sticks/tattoos – to ask if infant school staff are happy to do this.

### **Guest Stalls**

It was decided that there would be no guest stalls this year.

### **Manpower**

To be discussed next week – **Action – Laura, Mel and Jemma**

### **Container Stock Check**

Laura and Mel to carry out after Bags to School on 22<sup>nd</sup> November.

### **Floor plan, risk assessment**

Laura and Mel to complete.

### **Floats**

Organising of floats – **Action - Kirsten.**

### **Signage**

Laura to check container

## **Shopping**

To be discussed next week – **Action – Laura and Mel**

Next full committee meeting date is Monday 12<sup>th</sup> November 2018 at 6.30pm in the Junior School Teaching Room.