St Richard's CE Primary School

PTFA Meeting Minutes

Date: Friday 13th November
Time: 09:00

Attendees:
S Murphy (SM), P Patel (PP), S Patel (SP), M Abrahams (MA)

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1. Welcome and Apologies

SM opened the meeting.

Apologies: E Bhogal (EB), A Wintle (AW), S Poon (SP), C Willingham (CW), C Burley, V Roma and I Wiltshire

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2. Stalls

- **Snow Globe:** This has been agreed and booked.
- **We Are Football:** Will be running an activity, which will be set up in the church.
- **Face Painting:** Volunteers will be required to run this stall.
- **Grotto:** MA suggested using the Well-being Room, which has worked successfully in the past.
- **Tokens:** One table will be set up to sell tokens, with an additional volunteer walking around to sell them to help avoid congestion at the table.
- **Tombola:** Two mufti days will be held to request donations. Assorted boxes of chocolates will also need to be purchased to give to anyone who does not win a tombola prize.
- **Art Stall:** Nadia will be asked if she is able to run this.
- **Biscuit Decorating:** The Article 12 group will run this stall.
- **Lucky Dip:** EB has items for this stall, which she will prepare.
- **Crochet Club:** Will be running a stall.
- **Games:** The following games were discussed:
    - Knock the Snowman
    - Speed and Agility
    - Hoopla
- **Plant Stall:** To be run by Angie.
- **Well-being Stall:** To be run by IW, offering five-minute massages.

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3. Class Representative

Representatives are still needed for Years 1, 2 and 3.

It was noted that stalls cannot be allocated exclusively to individual classes, as adult supervision will still be required. Class representatives are therefore essential.

The current class representatives are:

Year 4: DR*
Year 5: EB
Year 6: H Caple and CW*
*Confirmation is needed that these representatives are happy to continue in their roles.

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4. Estate Agent Board

A Google Form will be sent to parents to gauge interest in estate agent boards.

A Rice's husband has kindly offered to help approach local estate agents once an idea of the numbers has been established.

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5. Hamper

Volunteers are needed to approach local businesses and ask for donations towards the hamper prizes.

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6. Food and Drink

The following food and drink options were discussed:

- Hot chocolate
- Mulled wine – C Pielichaty is happy to run this stall.
- SP will provide samosas, spring rolls and a vegetarian dish. The proposed token allocation will be one token for one samosa and two spring rolls, or two tokens for one vegetarian dish.
- Chicken hot dogs

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7. Actions

- Find a volunteer to dress as Father Christmas.
- Find class representatives for Years 1, 2 and 3.
- Arrange volunteers for face painting.
- Ask AL, SJ and CB if they are happy to help with this.
- Arrange for tokens to be bagged and sold in advance of the fair – C Nuthall.
- Ask Nadia if she is happy to run the art stall.
- Apply for a TEN (Temporary Event Notice).
- Ask AM if she is happy to create a poster.
- Create and send out a Google Form regarding estate agent boards.
- Find volunteers to approach local businesses for hamper prize donations – C Nuthall.

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7. Shopping

The following items will need to be purchased:

- Hot chocolate and marshmallows
- Mulled wine
- Chicken hot dogs
- Doughnuts
- Chocolates for the tombola

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9. AOB

Meeting times

PP suggested holding the next meeting online in the evening. This would allow those who work and are unable to attend during the day to participate.

Meeting Closed

SM thanked everyone for attending and closed the meeting.