

Minutes of St Patrick's School PTFA Open Meeting Tuesday 11th November 2009

Attendees: Helen Eaton, Sarah Taylor, Steve McCulloch, Elinor Anderson, Fleur Arrowsmith, Nora Bonmba, Daisy Zhu, Nick Skeet, Alison Keene, Helen Redpath Bollen, Cath Parfitt -Year 5, Liz Richards, Kelly Collier, Louise Green, Rachel King, Rita McLoughlin

Apologies: Paul, Arrowsmith, Letitia Bradley Proux, Fiona Bolton-Dowling, Andrea Hunt, Julie Duddy, Lyndsey Adams, Becky Avery

The first meeting of the new committee was very well attended by Class Reps, past committee members and new parents. Introduction of new committee members Helen Eaton Chair, Steve McCulloch Vice Chair and Sarah Taylor as Secretary.

Purpose:

The meeting was held to meet with Class Reps and introduce new committee members and to discuss agenda items:-

- Christmas Bazaar
- Christmas Hampers
- Christmas Parties
- Fundraising for 2010
- Staff wish list
- Any other business

Minutes

Christmas Bazaar:

It was discussed that cheap and cheerful has worked well at previous Bazaars and to reflect these types of costs it was agreed that prices at stalls should be kept to a pocket money level to encourage children to buy/participate.

A theme was mentioned and it was agreed that just Christmas itself was theme enough. Helpers were invited to come along on the day in fancy dress, Christmas or fairy tale themed would be left to the individual. Christmas carols/music to be played as background music.

Feedback was given on the mince pie and mulled wine stall, there was very little uptake on this last year, it was felt that this was possible due to the fact that the majority of people attending were driving, or just didn't like mulled wine! A suggestion of Bucks Fizz or a glass of Champagne was put forward, this was seen as a nice idea but would not be doable at the Bazaar as a Licence would be needed. This idea could be used at another PTFA event. A suggestion was made that we could offer a non-alcoholic option of mulled wine tea which would still have a festive feel, hot chocolate was also mentioned.

Rita McLoughlin suggested that on the day pupils ate lunches in class rooms so that the Bazaar could be set up from lunch time onwards. Class Reps put forward ideas for stalls they would like to run.

Resulting Actions:

Reception

- Decorate a Ginger Bread Man
- Craft stall (type of craft TBC)

Year 1

- Tinsel lucky dip
- Cake on a plate

Year 2

- Hunt the Reindeer competition, 10 cut out reindeer with clues to find around the school hall. To be priced at £1 a sheet, each child to get a sweet on entering competition. All completed sheets to be put into a prize draw at end. Competition sheets to be sold around school and Corsham community before the day
- Festive treasure map

Year 3

- Nearly new, toys books, jigsaws (good quality items only) all helpers to monitor that all items donated were age appropriate (last year unsuitable PSP games were sold to young children)
- Lucky dip

Year 4

- Bottle Tombola (bottles from pupils mufti on day of bazaar)
- Guess the number of sweets in the jar (Year six pupils to sell tickets at Bazaar)
- Tree decorations TBC

Year 5

- Festive tattoos
- Snow storms
- Grotto TBC (location to be decided, Steve McCulloch said that he would help in the building of the Grotto if partitioning and painting was needed)
- Name the teddy, grid of names to be placed in the school office reception the week of the Bazaar, children to choose a name and put money in honesty tin, (this will be a general PTFA competition in the run up to the Bazaar, Cath a Yr 5 parent helper will run this)

Year Six

- Gift stocking tombola. Donations to be child orientated not practical e.g. nail brushes or teabags
- Pizza, mince pie (some of the mince pies to be kindly donated by year 5 mum Cath) and mulled tea TBC

Teachers

- Tea & coffee (staff)
- Whiskey bottle raffle (Mr Loftus)

Other ideas

- Donkey in a pen (possible opportunity to create a Manger) to come along with costumed handler. Rita McLoughlin to check Health & Safety issues/policy.

Advertising

- Posters put up in local shops and on road signs in and around the Corsham area
- Leaflets and posters sent out to St Patrick's church Corsham and St Antony's in Melksham
- Leaflets sent to Mansion House
- Christmas banner TBC

Hampers

Information put in School and PTFA newsletter, Class Reps to drop notes in pupil's book bags asking for donations.

Resulting Actions:

- Sarah Taylor to e-mail Class Reps hamper item list to put up outside classes.
- Class Reps to put hampers together (1 hamper per class)
- Hampers to be displayed in School Reception area
- Raffle tickets to be sold before KS1 Nativity 1.45pm and KS2 Carol Concert 7pm (Helpers required for both events)
- Mulled wine, squash and mince pies for families, visitors and staff TBC

Christmas Parties

Rita McLoughlin regrettable informed the committee that due to a very busy end of term events calendar the date for the Christmas parties has been changed to Tuesday 15th December.

Resulting Actions:

- Parties to be co-ordinated by Fiona Bolton-Dowling
- Reminder note needed in newsletter/book bags for food donations and the help of at least 12 volunteers per party
- There are two sittings, just after lunch KS1 1.20pm and KS2 2.15pm
- Santa TBC
- PTFA to supply sweets for Santa to give out to pupils

Fundraising for 2010

Ideas for fundraising events were put forward, to be discussed in more detail at future meetings.

Resulting Actions:

- Ladies evening
- NCT style sale (has been done in the past, to be discussed with Pauline Reed who previously organised the event)

- Race night, it was mentioned that people were disappointed that there had not been a Race night this year
- Chocolate bingo night
- Fashion show put on by High street shops, school would get percentage of ticket sales and clothing sales
- Cycle event, last years event was a great success, Elinor Anderson said she would be happy to organise again

Staff Wish List

Rita McLoughlin put forward ideas for future projects the school would like the PTFA to contribute towards.

Resulting Actions:

- KS1 books are very old and need replacing. The plan is to buy more traditional fairy tale type books. PTFA to commit funds to buy books
- The school plan to include music lessons as part of the curriculum and would like the PTFA to donate some musical instruments
- The school plan to include drama lessons as part of the curriculum and would like the PTFA to commit funds to buy a prop box
- Liturgical coloured cloth

Any Other Business

Mrs Earing Memorial Assembly

There will be a Mrs Earing Memorial Assembly held at the Golden Assembly on Friday 11th December. Refreshments will be offered to parents, families and staff. PTFA cups etc to be used.

School Mass

A mass is to take place for Mr Loftus on Thursday 17th December at 2.00pm. Refreshments will be served after mass.

Resulting Action:

- Tea, squash and biscuits will be offered to families, visitors and staff. PTFA to organise and run.

Next Meeting:

TBC