



## St Chad's C.E Primary School

### PFA Meeting

1<sup>st</sup> October 2018

1	Present/apologies	Present - Joanna Simpson, Abigail Cooper, Helen Walton, Jennie Spangler Apologies - Margaret Kirkham, Louise Hunt, Alison Copestake, Clare Gould-Smith
2	Autumn Disco	Confirmed for Thursday 25 <sup>th</sup> October - KS1 15.30 - 16.30, KS2 16.45 - 17.45. Permission slips to be sent out with a section to ask parents for help for supervising. There will be teachers around still to offer some support. From the PFA so far we have Helen helping with set up from 14.45 and then staying for the KS1 disco and setting up for the KS2 disco, Jennie can also help out at the KS1 disco as long as her son is allowed to come with her - Joanna to find out, and we have a parent helper already confirmed. Joanna & Margaret to get the food supplies. The hall is being used for the disco so the after school club would need to re-locate - Joanna to confirm. Posters to be done by Louise.
3	Christmas Fayre	Confirmed for 30 <sup>th</sup> November straight after school. We discussed different options for the location of Santa's Grotto; Joanna will discuss this with Miss Clarke as we all feel that we need to have a Santa as we have had in previous years. However this year, we need to take into account Chadley's club and we no longer have a spare classroom to use. Additionally, a new Santa will be required. Abigail suggested we find out who normally gives the Santa presents out at the Christmas parties and see if they are available for that afternoon. Joanna confirmed that there are still some books left from last year that can be the presents Santa gives out but will review the numbers with Margaret. Set up on the day will start from 13.30. Helen and Jennie confirmed to come in from that time, Abigail and Louise will be available from 14.30 to come in for set up. Tombola and raffle ticketing to be done on the Thursday 29 <sup>th</sup> from 13.30, Abigail, Louise, Jennie and Helen are available to do this. Stalls confirmed so far <ul style="list-style-type: none"> <li>• Hot drinks/Juice - Helen</li> <li>• Raffle - Head Boy &amp; Girl?</li> <li>• Tombola - Jenni, Abigail &amp; Louise</li> <li>• Cakes - Joanna</li> <li>• Grotto - Alison &amp; Clare? (&amp;Santa)?</li> <li>• Class stalls to include games and hand made products - to be manned by the classes.</li> </ul> Margaret to prepare the floats. Louise to make the Posters.

# BUILDING TOGETHER FOR A BETTER FUTURE



Commitment Honesty Independence Respect Empathy Belonging Kindness

		Raffle prize donations to be asked for - Joanna has a letter of authority that can be sent out to any of us who have ideas of companies to approach. Helen will speak to the florists in Wolstanton to ask for any bouquet donations. We also have some prizes left over from the Summer Fayre to check through. Tombola donations will be requested closer to the date.
4	Christmas Gifts & Parties	We discussed the option to have a room at school the week before the Christmas parties so that some of us can in to help wrap the gifts from Santa. Gifts were decided to be books and chocolate lollies as in previous years as these tend to go down well.
5	Health & Safety	No other issues were raised as concerns in the meeting.
6	Date of next meeting	To be confirmed, but discussed best days as a Monday or Wednesday to accommodate all PFA members. Possibly Wednesday morning - second week back after half term.