

Parents, Teachers & Friends of Eldersfield Lawn Church of England School



Minutes of PTFA Meeting to Plan the Christmas Fayre Wednesday, 2nd November 2022, 6:30pm held at Eldersfield Lawn.

Attendees

Michelle Starr (MS), Julia Evetts (JE), Loyda Winning (LW), Louise Herbert (LH), Suzi Baimbridge (SB), Claire Kinahan (CK), Jackie Ostocke (JO), Sarah Rushforth (SR), Tansy Goodman (TG), Katie Rowberry (KR), Emma Carolan (EC).

1. Apologies

Ellen Challoner (ECh), Jo-Anna Challens (JC), Amy Kinahan (AK), Sally Lee (SL), Bee Rand (BR), Vicky Wallace (VW), Caroline Campbell (CC).

2. Stallholders in Hall

MS contacted all those stallholders from previous years as well as some new ones. There are 12 in total at this time. The cost of the table is £12 to include a hot drink, mince pie, and raffle ticket. It was decided to nominate one person to provide the stallholders with their hot drinks and mince pies as some did not receive them last year.

LW to bring letters into a few supermarkets to ask for mince pie donations.

KR stated that afterschool care would take place in her classroom that day so that stallholders could start setting up from 4pm.

It will be a cash only event.

3. Raffle

JO showed the meeting the finished raffle tickets and the raffle prize list. 3 x books will be sent out per child on the week commencing 7th November alongside a raffle prize list. JE will email Wendy so that information about the raffle is included in the school Newsletter.

KR will email the Chair of the Parish council to hire the blue tombola and crockery (she has already booked the tables).

SB also has a tombola that can be used, and MS will ask ECh to see if she can source a third.

4. Food and Drink

There will be mulled wine, soft drinks, and hot chocolate stands. CK will organise these and LH offered to help her.

Steve is doing a BBQ on the new horse box. It was discussed where this would be placed as last year it was a little out of the way and it was decided that MS would ask him for his preference.

KR and EC will organise for the children to sign a few carols outside (weather permitting) or in the hall.

There will also be mince pies and a sweets stall (empty packets to be sent home with the raffle tickets for the children to fill with leftover Halloween candy).

5. Stalls in Classrooms

C1 will have the Secret Santa run by Mrs K and KR. Donations will be needed for this stall.

Joint Chairs – Michelle Starr & Julia Evetts

Treasurer – Suzi Baimbridge

Secretary – Loyda Winning

C/O Eldersfield Lawn CofE Primary School, Corse Lawn, Gloucester, GL19 4NY

Tel: 01452 780309 eldersfieldptfa@yahoo.com

Registered Charity Number: 517304

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C2 will not be used.

C3 and C4 to have Sweets Stall, Reindeer Poo stall, Decorating wooden ornaments table, Hair braiding, Children's tattoos, Bottle Tombola, Children's Tombola, Wheel of Fortune, Lucky Stocking, and Christmas jumper resale stall.

The following non-uniform days have been agreed:

4th November: donations for the bottle Tombola

11th November: cakes for the tabletop sale on the 12th November (homemade cakes must have list of ingredients).

18th November: donations for the children's tombola and Secret Santa stall prizes.

MS and JE will make a rota and will approach those parents that helped last year and also anyone who wishes to help.

Prizes for the various stalls to be bought online by MS and JE.

6. Santa's Grotto

The 2 people that were approached to be Santa are unable to help so a new Santa is needed. EC offered to ask a couple of people and JC will ask at the pub quiz evening too. The PTFA already has a Santa outfit.

The cost of visiting Santa's Grotto was agreed at £3 per child.

The Grotto will be in the Outdoor Classroom. ECh has offered to decorate it but she will need helpers.

LW will arrange to source the Christmas tree from Ashleworth Christmas Tree Farm and the children will decorate it.

7. AOB

None was raised

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