

Minutes of NJK PTFA meeting

Wednesday 22nd November 2023, 6:30pm via Zoom

Present: Kate Baker, Ellie Eeles, Nikki McAlister, Claire Coleman, Lisa Goode.

Apologies: Sarah Marshall, Amy Long, Laura Lewis, Kate Clark.

Wreath making: 17 people booked on, mostly paid, KB is chasing these.

Suggesting to people to BYOB, LG to check this with other school staff that they are happy to have this happen in school.

KB to get crisps, dips, breadsticks, soft drinks and we can also provide tea and coffee. The round tables will be used, with 2 people per table. LG and CC will organise the tables needed after school on the day, (10) plus a full-sized table and chair for CC's mum. KB will bring cushions/ we can use the ones from the library.

Raffle: £273 made on raffle as of today. KB has some tickets to distribute in the staff room. EE to promote raffle on facebook page again.

EE, SM & KB selling raffle tickets at St Peter's Garden Centre on 3rd December. 9am -1pm.

Volunteers: EE will circulate the list so we can fill in gaps. CC can help on the Friday too (not Sat). On Friday afternoon, Reception children are in the main hall and perhaps being collected early? So maybe we could get into the Rec classroom for grotto set up? MM to drop in white gazebo to use in the Frozen Grotto. EE can be there from around 1:30/2pm if there is an area that can be used for volunteers to make up gift bag games etc – perhaps the “breakout area.” LG/SM to check this

We have decided that visitors should enter the fayre via the hall door, where MM will greet with raffle tickets/ programmes for the event.

Outside sellers:

These stalls will be situated in the “breakout” area.

Completed forms

- Claire from Bella Boo creations

Under our insurance (as takes under £1000 per year)

- Tara (books)

Toys and Games haven't yet replied, MM is going to follow up to ensure they have received our emails.

KB is chasing Debbie and Tracey (dog toys/ treats).

Internal stalls:

Year 5/6 room to be drinks/ food area.

- 150 turkey slices on order. **£3.50 for rolls/turkey/cranberry sauce/ stuffing??**
- Brie and cranberry rolls pre made for vegetarians (30 pre-made). **£3.50**
- Cake donations for sale.
- Soft drinks (cans?) Squash **20p**
- Tea/ Coffee **£1** (Urns of water, buyers add own milk/ sugar)
- Hot chocolate (KB will price up the ready made cups to add water to/ alternatives)
- NM and LG to make up sweet cones (EE will source some bags to make up sweet cones, KB and NM will liaise re which sweets to buy to go in them.) Price TBC.
- Mulled wine, either in urns (EE to see if she can source more), but many of us to provide slow cookers as a possibility, if not. How much needs to be purchased? Cost?
- EE to ensure that visitors know food is available via facebook page.
- We need plenty of volunteers to use the urns.
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Year R/1 to be grottos for Elsa & Olaf/ Father Christmas and Rudolf(?)

Activities whilst waiting: SM to confirm ordering of wooden activities/ colour-in jigsaws to do in the grotto.

Selection boxes are on the way to being wrapped (EE aware of what has not yet been returned). KB will buy 20 boxes that cater for allergies which can be returned later if needs be.

EE to ask on Facebook volunteers group if anyone would like to be Rudolf and accompany Santa. SM to confirm – does Santa have his suit?

LG to liaise with the parent (Mrs Jacko) who is a photographer as to how she'd like to photograph the children doing the activities/ in the grotto, whether she is bringing a colleague and how she intends to circulate photos afterwards. Perhaps a code will need to be on the digital photo so we know which ones to email to which parent. LG to speak to photographer about It was suggested that parents should make a **suggested donation of £1** for the picture which will be emailed VIA THE PTFA email address after the event. **Grotto £3 for one, £5 for two or £7 for three children.**

The holding activity will take place in the corridor between YR and Y1. CC will produce a Queue-bot number system for BOTH grottos, and children will be encouraged to go into grottos in friendship groups/ with siblings to speed up the process.

MM collecting Olaf costume. SM – would school like Olaf/ Rudolf to visit at the end of term too? Please let us know what date, if so.

Hall to be raffle/ introduction, bottle tombola, chocolate tombola and more.

Non- uniform on 1st Dec – bottles. EE can be in after drop off to move bottles. SM to confirm where these should go. Labelling can be started – any volunteers to help?

Choc tombola – MM and Kate Clark have this in hand for THIS Friday. Bags of chocs to be collected by parent volunteers to label at the end of the day on Friday. EE to inform those who have volunteered, that they should collect on Friday.

Tables out with school uniform / books/ Christmas jumpers– these are available for a donation. (KB to check how many Christmas jumpers we have and whether it would be worthwhile selling these outside school one evening too)

Year 3 to be games room.

- Gift bag game – plenty of bags have been donated; EE to make these up on Fri 8th during the afternoon.
- Lucky dip (possibly? Depending on what has been donated).
- Poo in the chimney/ Knock the ... off the chimney KB organising
- Lolly Pick (EE to organise)
- Elf laundry (as many mini Santa's hats as you can peg on a socktopus. Work against a partner, winner gets a prize)
- Snowball through the snowman (in PTFA shed)

Adopt a teddy (50p, make a label with your teddy's name on, to tie round his neck and take home - EE to source labels/ ribbon).

Y2 bouncy castle room.

EE to provide stick marking 120cm. Imogen from Brownies to man this. £2 for 6 minutes.

We WILL allow facepaints on our bouncy castle.

Y4 facepaint/ tattoos/ craft room.

CC to provide the facepaint/ Queue-bot system, designs. EE has tattoos. LG to ask Mrs Goddard if she might like to join EE/ Anita Devlin in this room.

SM to check - is Kay definitely on board with colouring tote bags – does she have enough fabric pens? Does she want templates or anything else? (KB has one set of fabric pens).

Prices:

£3.50 Turkey roll/ Brie and Cranberry roll.

£0.20 Squash

£1 Tea & Coffee

£1.50 Hot chocolate – KB to do a stock take on cups/ lids in the PTA cupboard.

£1 for 5 goes on chocolate tombola.

£1 – pick a ba at random on the Gift Bag game.

£2 for 6 mins on bouncy castle.

£ ? for Face paint/ tattoos – look at sign from last time.

20p for a go on a game in the games room.

£? Sweet cones – cost them up then decide on a price.

Programme:

SM – Please could you make a site map/ programme for MM to give out at the door? You should add circles; have you visited each “zone” and collected a stamp? CC to source stamps that can be used in each room. If you complete your programme of stamps, hand it in at the end to MM and she will draw a prize winner from those who have collected all the stamps.

Music

Festive Christmas songs in each classroom which can be played through the whiteboards. (Perhaps a You Tube festive mix or similar)

Risk Assessment

EE to begin a risk assessment that can be circulated for others to add to. SM - have there been other events similar in school for which RA's have been prepared?