PTA Meeting Tuesday 7 November 2017

Next PTA Meeting dates:

Thursday 16 November 2017 - Christmas Fair (venue tbc) 7.30pm

Tuesday 21 November 2017 – Wrapping Evening (Main Hall) 7.00pm

Attendees
Caroline Temmink    Katie Luckes-Walmsley    Sally Wilmshurst    Reena Kessack
Jessica Wenklo      Natasha Munday

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<th>Item</th>
<th>Action By</th>
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<tr>
<td>1</td>
<td>Minutes of the Previous Meeting&lt;br&gt;It was agreed that all the actions have been completed.</td>
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<td>2</td>
<td>Fundraising Update&lt;br&gt;• The books sales were very successful with total sales of £753.61, which has given the school a commission of £392.17 to spend on new books.&lt;br&gt;• Cake Sale - £116.46 raised. Thank you everyone who contributed.&lt;br&gt;• The Giving Machine – The October figure is £10.43, with £21.43 pending on the account. Flyers advertising the site will go out on with raffle tickets, and tree decoration templates on Wednesday 8 November 2017.&lt;br&gt;• Katie has put together a list of companies, who are part of the match funding scheme. This list is due to go out to parents in January 2018.</td>
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<td>3</td>
<td>Christmas Fair – Friday 1 December 2017&lt;br&gt;• External Stalls – There will be 4 stalls in total, with payments received from all of them. It was agreed that their arrival time should be between 2-2.30pm. Reena to co-ordinate on the day of the fair.</td>
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• **Floorplan Sign Off** – A copy of provided to everyone, and a few changes were made, such as henna and tattoos together, and Lucky Snowman Nose Dip game, and face painting together. A copy of the floorplan to be provided with the minutes. One more game to be chosen. See further below in the Games Ideas section.

  Santa’s Grotto – Sally to ask Sue Bailey to lead the setup.
  The grotto will be in the library, with the queue going into the courtyard. Dali Ballon man will work the queue.

  The lunchtime tables will be moved from the hall into Holly.

  It has been agreed with Miss McNamee that we will have access from 1pm on the day.

  The free game – Elizabeth to confirm the actual format of the game, so that Kay can have it in time for the brochure. Deadlines to be confirmed with Kay.

  Katie has offered to bag up some mistletoe to sell.

• **MC** – A suggestion was made to maybe have one of the Elves jollying people up instead of having an MC. Drama students from Royal Holloway are due to come along, and dress up as elves, and help with the grotto and on games stalls. Number to be confirmed to Katie.

  Reena to ask Emily if we are able to borrow the megaphone.

• **Raffle/Silent Auction/Adverts**
  The updated sheet was provided by Deb. A few amendments were made:

  The Beehive are having a full page advert with an invoice required.

  Dali Balloon to have a full page for free.

  Timeless IT to have a full page for free, for their donation in the summer for £250.00. The Christmas tree is due to donated by Windsor Great Park (to be confirmed). Once confirmed, an advert to be provided to Kay.

  Jenny to be asked to draft posters for advertising the raffle and silent auction prizes. It was a great success last year. Caroline to send last years’ posters and Katie to ask Jenny.

• **Brochure Competition** – There have been plenty of entries, mostly from KS1. It was agreed that the 6 prizes will be handed to the winners/runners-up at the International Assembly on the morning of the fair.

• **Games Ideas** – 3 games were discussed (floorplan – 11, 18 and 19). 11 is the Lucky Snowman Nose Dip game. Hook
a Candy Cane was chosen, so will be in either 18 or 19. Only more game to decide on. Emily to ask Mr H if he has any ideas. There will also be snowman throw in the library.

- **Advertising for the fair** – Advertising boards due to go up from Saturday 11 November 2017.

  Fair posters to be printed in colour to be distributed in Egham and in the village. Sally agreed to do Egham, but we need a volunteer for the village. Katie to put a request out to the team.

  Katie to send the team, an electronic copy of the poster for all to share on Facebook, and a copy to be sent to our sponsors.

- **Volunteer Update** – the volunteer sheet is currently up in the staff room, with a great response by the staff. This will be taken down on Friday 10 November 2017 so that it can be updated on the master by Jessica. The list will then be split and distributed to all class reps to complete it.

- **Santa’s Grotto Presents** – Sally has bought all the books, and they will be wrapped at the Wrapping Evening on Tuesday 21 November 2017.

- **Shopping List** – Natasha offered to purchase 22 Christmas themed table clothes.

  Wrapping paper – Caroline offered to purchase.

  After a stocktake of the shed to see how many drinks/lollies etc. we have, Sally offered to purchase from Bookers. It was agreed that we will have juice cartons, and fizzy water for drinks.

  **Prizes for the stalls (tutt)** – Heidi has been looking into various options, including snap bands, rubbers etc. Caroline/Heidi to purchase, once a comparison from last year has been made as to the number.

- **Mufti-Day/Tombola Donations, Friday 10 November 2017** – Caroline, Katie and Jessica to collect items in the morning. Heidi and Emily will collect any missed items at pick up.

- **Children’s Wrapping Paper** – Sally to speak to Miss McNamee.

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<th><strong>Future Events</strong></th>
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<td>Reena offered to set up events in Facebook for the fair, wrapping</td>
<td>Reena</td>
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<td>5</td>
<td><strong>International Group Update</strong> – plans are well underway for the International Assembly on Friday 1 December 2017.</td>
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<td>6</td>
<td>AOB – NOT LONG TO GO, SO LET’S KEEP GOING AND THANK YOU!</td>
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