Englefield Green Infant School and Nurseries
PTA Meeting Thursday 1 November 2018

Next PTA Meeting date: tbc

Attendees

<table>
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<tr>
<th>Deborah Newton</th>
<th>Reena Kessack</th>
<th>Emily Scott</th>
<th>Bryony Myers</th>
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<tr>
<td>Amy Cable</td>
<td>Steph Hames</td>
<td>Charlotte Ayling</td>
<td>Amber McVey</td>
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Apologies
Caroline Temmink

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| 1    | **Welcome and Apologies**  
   Deb Newton chaired the meeting as Caroline was unable to attend due to transport issues. |
| 2    | **Previous Events Update/Feedback**  
   **Cake Sale**  
   The event raised £172.00, and the new format, with one year group running it, was considered a success.  
   **Book Fair**  
   Book sales were £456.95 with £214 commission raised for the school. The next sale is in January and will have 100% commission. It was suggested that the commission that the school receives should be promoted more heavily to parents at future sales.  
   **Class reps**  
   A new representative for Silver Birch is required as Katie Walmsley has stepped down; a request was sent to the Silver Birch FB group during the meeting. The list of reps is now published in the PTA AGM minutes; Emily to prepare signs for classrooms. |
|      | Sally to confirm commission raised.  
   Emily to do signs. |
| 3    | **Christmas Fair, Friday 30 November**  
   **Mrs Claus’ Grotto**  
   Instead of Santa’s Grotto, we will have Mrs Claus’ Grotto, where children will decorate biscuits and make reindeer food (comprising oats, glitter and a poem). Mrs Claus will be Steph’s mother-in-law, and Steph will be her helper. Approximately 6 children can participate at a |
time, and the experience will last approximately 5 minutes. Glitter for the reindeer food will be free. The Grotto will be outside Orchard Kitchen/Squirrels under market stalls provided by Charlotte and so will be suitably covered in the event of rain (a cover for queuing children to be considered). The market stalls can be tied down with sandbags for safety purposes (sand available at school) and should not hinder parents coming to collect their children from school. A hot chocolate stall will also be outside, as well as reindeer (latter pending sponsorship). The PTA can have access to this area from midday on 30 November.

**Advertising**
Steph/Charlotte have created a poster.

**Decorations**
- Bryony can provide: large inflatable Christmas mascots, such as polar bears; a fireplace; several 3 ft high artificial Christmas trees.
- Amber will ask Crockfords if they will donate a tree; failing that Steph will ask the nursery by St Peters, and as a last option Steph will ask her mum if we can use her artificial tree. Charlotte can arrange tree delivery. Steph/Charlotte to get Christmas tree decoration template from Caroline.

**Entertainment**
- Bryony knows a lady who could do handprint art and will send details to Charlotte and Steph.
- School choir will sing twice: at the start of the fair (outside) and later in the hall.
- Bell ringers are confirmed.
- Royal Holloway students will do elf show.
- Tony King will DJ.

**Letters to Santa**
Children will be asked to write letters to Santa at home (on a template provided), and to post these at school before the fair. Parents will then get the opportunity to buy these letters back for 50p. Children who participate will get a letter back from Santa (it was discussed whether only those children whose parents paid 50p should get a letter from Santa; there was concern that this would cause upset to those children whose parents did not pay). The logistics of how this will work still need to be finalised. Charlotte and Steph will talk to Miss McNamee.

**Food**
- Amber will try to get a contact for Egham Tesco from Addlestone Tesco so we can ask if they will provide some of the food, e.g., the sausages. Otherwise, Ansells may be approached.
- Emily

**Brochure**
- This is still going ahead although we need a volunteer to prepare it. Emily will send Amy C a copy of what we have done in previous years to see if she is able to manage it, and ask Kay Walker for template text.

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### Future Events

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<td><strong>Quiz</strong></td>
<td>Organised by Reena. Venue: Armstrong and Gun, Sunday 11 November, from 8pm. Cost: £5 per head, with 6 per team. There will be a prize for each member of the winning team. Advertising has gone up.</td>
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<td><strong>Nursery Christmas Party</strong></td>
<td>Bryony will run a Hartbeeps party and will speak to Sally to arrange.</td>
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<td><strong>Christmas Cards</strong></td>
<td>Deadline for Christmas cards to be advertised.</td>
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<td></td>
<td>Cake Sale</td>
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<td>It was suggested that the next one should be run by Year 1 near Valentine’s Day.</td>
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<td>There appears to be fewer parents looking at the PTA FB page this year. Charlotte and Steph will prepare flyers for nursery and reception parents (with a link to The Giving Machine too) and ask for our FB link to be added to the newsletter. PTA emails should have a link to our Facebook page.</td>
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|   | Steph/Charlotte/All |