

HAZELDOWN PRIMARY SCHOOL

Parents Teachers Association

Registered Charity No. 1075576
Christmas Fayre Planning Meeting

Wednesday 13th November 2019 7.30pm

Smugglers Inn

Minutes

- 1. Apologies** Stephanie Gedny
- 2. Attendees** Ellen Palmer, Gill Dell, Tracey Aston, Mel Donnelly, Eleanor Waldock, Carol Borham, Anna Hill, Emma Rosamond-Draper, Jill Graham-Ellis, Clare Hunter, Jackie Godwin,
- 3.** Ellen wished to thank Gill & Anna for their many years of service following their stepping down from Secretary and Vice Chair/Chair roles.
- 4. Christmas Fayre Planning** - Father Xmas and Elf will be Mr & Mrs Hardee. Bea Hill-Lobb will now be doing the kids xmas newsletter to the children- Anna. Ellen has produced three xmas newsletters – the first to go out as paper copy, following 2 as emails.
Tracey has made some lovely framed pictures, need to ask a few others to donate homemade items for the Crafters/ Homemade Room.
Advertise with poster? Ellen distributed these among us to put up around town. Email to Karissa to check she's ok with 180 gifts for Father xmas (Mel), also Jingle Jars – need instructions for parents – with kids letter.

Grotto – needs attention this year as no Sarah M. Need new gazebo or white sheets. Shed needs fixing as leaking – caretaker, Mr L

Face painters needed – volunteers letter.

How to heat the mulled wine? Probably use microwave, as slow cooker was too messy. Flask ordered by Jackie. Could people bring their own reusable coffee cups to reduce our use of plastic?

Best dressed classroom competition – Tracey to buy prizes.

Name the Elf or Guess the Elf's Name? competition – Mel. Need box to put name suggestions in - or board to pick names from – prize is the Elf.

Also, craft room (Mel / Steph), making Xmas trees from recycled magazines - request made for old magazines/ brochures for us to recycle. Photos of crafts to be emailed to Ellen by Mel

Wreath making - Eleanor to ask Florist

5. Feedback – Disco & Coffee Morning

Should we limit the amount of sweets that the kids can buy? Keep on with plastic reduction. Maybe not buy the plastic tubes of sherbut that need cutting open?

School Website – our discussion revealed that many parents don't find the website accessible or user friendly – feedback to office / Mr L. Can we add our meeting dates to school letter?

6. Next meeting - 15th January 2020

Christmas Fayre Jobs 2019

Jobs relating to stalls at the Christmas Fayre

DONE	JOB	DESCRIPTION	WHO'S RESPONSIBLE	
			This year	Last year
Y	Raffle Tickets – order & distribute	50p/ticket. 3 books/family. Cash prizes: £100, £75 and £50. Order 1500 books (each with 5 tickets)	Ellen & Anna	Anna
	Raffle tickets folding	Need to collect completed tickets and prepare for draw	Louise	Louise
Y	Raffle donations	Send letters to companies/businesses	Anna and Steph	Anna
	Raffle donor adverts	Flyer for each table listing all the business	Ellen	Sarah
		Donor bunting with logos to go above raffle		Sarah
	Raffle prizes	Buy cellophane and wrap raffle prizes (hampers)	Gill	Sarah
	Craft room	Plan & prepare craft activities	Mel and Steph	Sarah & Mel
	Santa & Elf	Find a new Santa and two elves Check costumes	Eleanor Gill	Gill/ Carol/Sarah
	Santa's Grotto	Source gazebos, decorations, Santa's sacks etc.	All	Gill / Anni
		Entertainment for Santa queue – last year, DVD & raffle ticket queue system	Anna/Gill	All
	Santa's presents	Buy presents (approx. £1.50 per present) 180	Karissa	Karissa
		Wrap presents & source sacks	Karissa	Mel
Y	Year 6 games	Mr Evans and Miss Tapp Prizes and floats needed for stalls Prize for winning team (suggest that double up teams so that have fewer stalls and teams can be on shifts so can children can go around the fayre)	Ellen	Sarah

	Second-hand school uniform	Check with Mr L if we can sell lost-property clothes. Sort uniform after donation day	Louise	Clare
		Clothes rails – where are they?	In Shed	?
	Face painting	Check face paints and replenish stock	Gill	Jackie
		Find people – Lucy Cadbury, Nicolette, Jo Wright, Jo Konetsky, Laura Diggins? Nic Gordon?	Eleanor	Sarah / Ellen
	Glitter Tattoos	Check tattoo stock and replenish	Gill	Gill
	Lucky Dip	Buy goodies (50 – 60 p each). Source large boxes. Wrap items. NO shredded paper	Amanda Jackie to email her.	Amanda
	Tombola	Raffle tickets and sellotape.	Carol	Carol
	Refreshments	Check water urn.	Ellen	Ellen
		Buy milk, tea, coffee, hot-chocolate, squash (ok), napkins, hand-wipes?, Christmas table cloth, napkins etc.		
	Main hall music	Ask Mr Quint if singing club can perform & if he can lead a sing-a-long	Carol	Clare
Y	Main hall decoration	Table decorations, paper-chains decorations – ask after school club, anyone else? Best-dressed classroom competition	Ellen to email Stuart	Gill / Anna
Y	Popcorn	Book	Gill & Ellen	Gina
Y	Candyfloss	Book	Gill & Ellen	Gina
	Pocket money stall? Cancelled	See what's in shed and buy items	NA	Jackie / Amanda
	Reindeer food		Clare	Helen
	Guess the name of Elf	Buy Elf, paperwork	Mel	Gill

General Christmas Fayre jobs

DONE	JOB	DESCRIPTION	WHO'S RESPONSIBLE	
			This year	Last year
y	Book school	Book with office (Fri eve + Sat)	tracey	Gina
	Caretaker	Arrange opening/closing with caretaker	mel	Clare
	Plan layout	Plan and draw layout	Eleanor	Sarah
	Direction signs	To help people find their way and advertise Grotto sign (close at 3:15) & price	Anna	Sarah
	Pricing signs	Print signs	Jackie	Jackie
	First Aid Cover	Book (Devon EMS £50)	Jackie	Jackie
	Risk Assessment		Eleanor	Anna
y	Banner for school fence	Need new date for banner (after AGM)	Carol	Carol
	Posters	Design, print, laminate	Ellen	Sarah
	External promotion	Distribute posters (& donation requests) to child-minders, nurseries, doctors, nursing homes and around town.	All	All
y	Online promotion	Advertise in the Primary Times; tweet via Teignmouth Oracle week of the fayre	Ellen	Ellen
	Stalls rota	Email volunteer list	Eleanor	Sarah
		Create a rota to ensure there is cover for all the stalls	Eleanor	Sarah
	Christmas newsletters	Newsletters to go out 20/11, 27/11 and 04/12	Ellen	Anna
		Children's newsletter, with hat template?	Anna/Bea	
	Donation days	Friday 29 Nov and Friday 6 Dec- people are needed to sort and store donations	Volunteers/Eleanor	All
	Thank yous	Send thank-you messages to all helpers (inc. Santa, Elf & St. John's) & present for Santa	Tracey	Carol
	Hat competition	Buy prizes (Last year: £5 WH Smith voucher for winner & felt-tips for 2 nd place for each year.)	Tracey	Peter

		Include in 2 nd & 3 rd newsletter	Ellen	Anna
	Sort shed and kitchen cupboard	Clear out shed and kitchen cupboard prior to donation days 23rd Nov?	Anna,Gill, Mel...	Gill / Clare / Helen
	Bins	Make sure rubbish bins are available/buy bin bags	Jackie	
	Note to teachers	Email to all teachers and TAs so they are all aware of plans. Go out w/c 12 th Nov. Poster to go in staff room. Needs to be mentioned in staff meetings.	Gill Eleanor Mel	Gill
y	Bags of Help	Book for week after fayre – Tuesday 10 Dec	Carol	Carol
	Mulled wine	apply for temporary event licence from council	Ellen	Gill
	Booking charity collection	Speak to charities re collecting stock not sold at fayre	Gill	

Christmas Fayre jobs during the event (other than manning stalls)

DONE	JOB	DESCRIPTION	WHO'S RESPONSIBLE	
			This year	Last year
	Looking after helpers & money	Circulate to make sure stall runners are okay, help sort out problems and give refreshments to helpers (inc. First Aiders, Santa & Elf) – make sure this is included in rota	Jackie	Jackie
	Drawing raffle and prizes	Draw and announce raffle ticket winners and hand out prizes. Also announce any winners of competitions.	Mr Ludford & IronMan?	Mr Ludford

Dates to note:

- 20th November: Newsletter 1, raffle tickets, Bags of Help bags
- 27th November: Newsletter 2
- Friday 29th November: Donation day 1
- 4th December: Newsletter 3
- Friday 6th December: Donation day 2
- Saturday 7th^t December: FAYRE (1:30-4:30pm)
- Tuesday 10th December: Bags of Help collection
- Kids newsletter also to go out - 20th Nov