

CPSA meeting – Monday 14 November 2016

Attendees:- Rebecca, Debbie, Holly, Sam, Cathy, Rachel, Sarah, Vicki, Charlotte.

Apologies:- Lucy, Gabi, Claire, Aniela, Louise May

Piggott Christmas fayre

Last year this only made £70. Discussed if it should be done this year, but committee decided not worth it, especially as so close to Piggott Primary Christmas fete.

Twyford Christmas fayre

Last year this made over £200. As such it was decided it was worth doing. It was decided to do a sweet tombola again and use any leftover sweets from the school fete. It was decided that around 200 bags filled with sweets / small toys would be needed.

ACTION

Debbie to order bags

Rebecca to check with Aniela if she is happy to run the stall with another volunteer

Rebecca to check times of event

Rebecca to check we can share the stall with the Big Piggott

Leaflets

It was decided that we should order the A5 flyers which can then be posted around Charvil this week.

There was a mistake on the draft so waiting for corrected version before printing.

ACTION

Rebecca to send final draft to Holly

Holly to order flyers and arrange collection from school on Wednesday

Volunteers needed to help distribute

Christmas fete

Rebecca confirmed 11 stalls have paid. If all stall holders pay, there will be 21 stalls. Rebecca to chase payment and if not paid by Wednesday they will not be allowed to have a stall.

Cathy to make grotto and post box for Santa who will be set up on the stage.

Louise May to arrange school choir to sing at various times throughout the fete.

ACTION

Holly to confirm with school if people are required to decorate the Christmas tree after school on Friday 25th November

Year 3 stall

Year 3 will run the bottle tombola, sweet tombola and raffle. Sam has been getting raffle prizes and tickets for the raffle will be sold on the day.

Request for bottle donations went out in Chatterings.

Both tombola's will be £1 for 3 goes

Raffle will be 50p a ticket or £2 a strip

Need 4 volunteers and 2 people to help set up. Year 3 looking for 2 more volunteers.

Sarah H volunteered to help.

ACTION

Debbie to make signs

Date to be confirmed to make the sweet tombola prizes

Year 2 stall

Year 2 will run the bar which will sell mulled wine and soft drinks. It was decided not to sell tea and coffee. There will also be mince pies and cakes on sale.

Mince pies to be provided by committee, all classes asked to help with cakes. This went out in Chatterings.

Mince pies / cakes to be 50p

Mulled wine to be £2

Cans of drink / bottled water to be £1

Kids soft drink to be 50p

Discussed logistics of where to have the bar, and need to warm mulled wine. Decided to have near to kitchen. Hope to use kitchen to warm mulled wine, then keep warm in slow cooker.

ACTION

Holly to check with school if we can use kitchen

Vicki's husband Tom to check prices at Costco

Debbie to buy next Wednesday. Vicki can help on the Wednesday or Holly on the Thursday or Friday

Year 2 has enough volunteers to run the bar.

Year 1 stall

Year 1 will co-ordinate pine cone decorating and letter writing to Santa. This will be done close to where Santa will be so that kids can do this while waiting to see Santa.

Year 1 only 3 volunteers so need further help. Holly and Vicki to chase.

ACTION

Holly to sort glitter / glue etc. for pine cones

Holly to sort letters for Santa

Holly to check with school if there are craft trays which could be used to help with glitter and pine cones.

Discussed costs and decided there would be a golden ticket. This would give the child a visit to Santa and the two activities (letter writing and pine cone decorating). The ticket would be £5.

ACTION Need to make golden tickets to sell at the door on entry.

Foundation stall

Discussed the stall which was pin the nose on Rudolph. Decided this would be too tricky to organise with need to blind fold kids etc. Changed idea to Name the Christmas toy. This stall would be combined with year 1.

ACTION CPSA committee need to get a toy for the kids to guess the name

Holly to print off list of names for kids to guess from

Other considerations

Entry charge would be £1 adults and 50p kids. Need at least 2 people on door. Rebecca and Debbie to do first shift with Charlotte.

ACTION Need further volunteers to help with entry tickets

Santa to give a toy to each child. Decided this would be a book from the Book People. Sarah suggested we would need 300 books. Any left could be used for the school Christmas party the following week.

ACTION Rebecca to order books need to be bought. Needs a variety of ages.

Kids quiz/letter hunt to be arranged by Sarah Hilling. Letters on each stall which would make an anagram for the children to guess. Winners to get a sweet.

Vicki has a white light up tree which can be used as part of Santa's grotto.

First Aiders may be needed.

ACTION Holly to check this with school when risk assessments are submitted.