

PTFA Meeting Minutes

Monday 12th October 2015

Apologies

Diane Roberts
Jacky Lomax
Heather Burnett

Present at the meeting

Louise Wain
Celia Diepenbroek
Kate Pemberton
Joanne Huscroft

Minutes of the last meeting were agreed and signed by Celia
As Jacky could not attend tonight we have unfortunately not had a treasurer's report, although we think we may have made over £1,700.00 for the minster run. All proceeds raised for the minster run will be donated to the school's sports department.

Christmas Fair

The Guildhall in Axminster has been booked for Saturday 28th November to run the fair from 12 until 5pm. We can start setting up from 9am, as the hall is charged by the hour we must be cleared up on time.

The hall can accommodate approximately 35 tables, Kate has a floor plan. We are charging £20.00 for larger stall and £10.00 for smaller stalls.

Mr Jevons has agreed to provide a festive concert – approx. 1 hour

We have plans for the following PTFA stalls:

1. Refreshments: Tea/coffee/squash
2. Cakes: Donations from parents
3. Light lunches: Soup & bread roll – curried parsnip, broccoli & stilton, maybe Festive sandwiches (smoked salmon / brie & cranberry) but we will decide closer to the date, we don't want leftover stock and it will depend on how much help we have.
4. Mocktail Bar- some non-alcoholic drinks with a festive theme, hot apple drink, Mulled Cordial.
5. Wine Game – Lucky dip with wine and water- Jo to run
6. Chocolate Tombola – donations from parents
7. Raffle: Christmas Hamper Kate has asked that every stall attending must provide a product from their stall to donate to the hamper. We have a basket already prepared to receive donations.

8. PTFA workshops stall: Christmas Jumpers- Kate has collected many jumpers that we could up-cycle and decorate to re-sell; Festive cushions are being made on Wednesday evenings; Christmas Stockings we may not do these as one of the private stallholders is doing something similar; Advent calendars – with acts of kindness & jokes.
9. Jo-anne Feeseey will make some Christmas baubles with Lego inside to sell.
10. Fudge stall – Kate to send recipe to committee for us to try out at home.
11. Gingerbread stall – PTFA workshop to make and decorate biscuits and houses on Wednesday and Saturday before the Fair.

For private stalls - Max 15 stalls we have 2 paid bookings and 6 firm reservations so far.

The Hall will cost approx. £130.00 to hire.

Jo has agreed to contact Kilmington school to see if their PTFA would like to provide a stall as they are federated with Seaton, Shute and Colyton we should hope to at least get one stall.

Kate will email booking form and advert to all those present at the meeting so that we can circulate.

Jo will drop off a poster advertising the event around the town.

The Guildhall will decorate and have agreed to put up their Christmas tree a week early, Celia has said that she can bring some Holly, we can decorate the front of the guildhall to advertise our event.

We are also looking into a large painted board with a hole cut out with an image of an elf so that people can take their own "Elfie's".

Date for next meeting Monday 16th November.