

## **Minutes of Friends of St. Pauls Committee Meeting**

**Monday 17th November 2014 - 7pm**

Present: Jean Powell, Denise Gilliland, Kirsty Popelier, Bina Kaur, Jane Ransley, Gabor Olah, and Jen Caffrey.

Apologies: Curtis, Tracy, Lina, Andrea

Jean opened the meeting by welcoming everyone and explaining that the agenda for this meeting was to discuss the Christmas fair and that we were really carrying on from the meeting on the 7th November 2014.

The possibility of having the fair in the evening or at the weekend was raised but it was explained that this avenue had been explored before and was not possible. Pros and cons of using the church as a venue for the fair were also discussed and the idea dismissed.

Stalls from previous fairs were discussed, and it was decided that the stalls that worked and would be included (if permission granted) would be:

- a chocolate/ bottle tombola
- gift bags
- raffle
- hot dogs/drinks
- Santa's grotto (with selection box present and photo)
- cake stall

Additional stalls that we would like are:

- biscuit/ cake decorations
- Santa/ snow ball basketball
- letters to Santa
- lucky dip
- toy/book jumble sale table

**Raffle** - Tracy (from school office) has agreed to help with the raffle. It was decided that the raffle should be drawn on the night (at 4.30pm) and this information should be advertised on the promotional poster. Curtis has already made a Christmas cake to raffle and we would like to get donations (from local businesses) of bottles of alcohol.

**Hotdogs/ drinks** - 2 members of school staff will do this table again this. They will be in the entrance hall.

**Santa's grotto** - Deb said in the meeting on 7/11/14 she an idea for location of grotto and would come back to us on this. It was felt that it was too cold and dark to

do it outside like last year. £2.50 for a Santa visit with photo and present was agreed to be reasonable. Deb also said at meeting on 7/11/14 she had a Santa in mind. We also need to confirm if Amanda is willing to do the grotto this year. Denise and Kirsty have agreed to take this on if Amanda is unable to.

**Cake stall** - it was felt that the cake stall is very manic and we need to move away from this and make it more like a Christmas fair. It was proposed that the cake table and bottle tombola be moved into the farthest corners of the hall (possibly with cakes split onto smaller tables) in an effort to reduce the chaos around these stalls. It was also suggested that we might only sell cakes with drinks.

**Biscuit/ cake decoration** - Jane and Bina have agreed to do this stall. Concerns were raised as to the limited number of children that would be able to get around the table at one time - but this may encourage children and parents to stay a little longer. Jane has cookie cutters and some supplies and is willing to make some cookies. Costing of stall will partly depend on what donations we receive and will be decided nearer the time.

**Santa basket ball** - Mrs Darwin suggested (when speaking to Jean in school) a Santa snowball basketball game. Children could throw a set number of soft balls and try to get them in the basketball hoop. This would be a great addition as the football proved so popular in the summer. The location for this game is an issue and (like all stalls) it would need approval from Deb.

**Letter to Santa** - Bina has agreed to take on this table and write replies.

**Lucky dip** - This stall would only be possible if we get enough of the type of donations (small toys) needed for this. Denise will take this on.

**Choir** - we would like the choir to open the Christmas fair with a short performance in the school hall. Debs and Miss Bovingdon agreed this would be a nice idea. Committee members present agreed.

**Space issues** - one of the biggest concerns is having enough space. Can classrooms be opened up or other areas of the school (e.g. cloakrooms) with classrooms locked if security is an issue?

**Donations** - A letterhead and letter template is needed asap in order to ask for donations from businesses (who have an obligation to the community). A template letter from PTA UK was discussed and adapted. It needs to go out asap with letterhead on. Bina will ask businesses in Manchester. Jane will see the community champion at Tesco's in Salford. Denise has a contact for the head of finance at Home Bargains and will ring him. However, all will need to be followed up with a letter to head office. We will ask for donations of toys/ tinned food/ cakes/ selection boxes, etc. We can use anything. Bina's mother-in-law may be able to get some cheap products. As we have no money to start with it is vital that we get donations.

**Donations from parents** - Deb had previously agreed a non-uniform day (5th December) to ask for donations for the fair from parents.

**Recruiting parent volunteers** - we need as much help as possible, therefore a letter asking parents to get involved on the day will be sent out. Lina, Curtis, Tracy and Linda could not attend this meeting but have agreed to help at the fair.

**Floats** - It was agreed that we will be responsible for our own floats on the day. At the end of the fair the treasurers will count the money at each table with the person responsible for that stall, any float will be deducted and receipts handed in at that time. This way we will know if a stall works or not.

**Playing music** - Will ask Deb if we can play Christmas music. Jane knows somebody with a PA system including microphone and will ask if we can use it on the day. This will help for introducing the choir and opening the fair as well as announcing the raffles winners, etc.

**Promoting the fair** - Gabor has agreed to do the posters for advertising the fair. Jen/ Jean will e-mail him the relevant text that needs to be included. This will include 'St. Pauls Christmas Fair', 'Thursday 11th December', 'Opened by the school choir at 3.30pm', 'Santa's Grotto - £2.50' (other stalls will need to be included but cannot know what we will have until we have Debs approval on stalls).

**Any other business** -

**Breakfast pancakes** - It was suggested that we do breakfast pancakes to raise money. Children and parents could come to school earlier and be served breakfast together in the hall. However, this may have an impact on breakfast club.

**Friends of St. Pauls logo** - We need a logo to go with our new name change. Ideas were discussed (all liked the image of children/ people holding hands) and Gabor will design the logo. Also newsletters should be a different colour to make them stand out/ differentiate them from the school newsletter. A letter needs to go out explaining the name change to parents and asking them to join us.

**Bank account** - NatWest has not sent the forms as promised. Jane and Bina will look into local banks and get application forms. All 4 signatories will need to sign the forms.

**Hot chocolate** - will go on sale from Friday. We would like this to be every Friday so as to be consistent and in the summer we could switch to ice lollies/ tuck shop, etc. It will be sold in the gazebo.

**PTA UK** - Everyone has access to the website, just enter your own email address and the password is henry69.

### **Action points -**

- Seek Debs agreement/ approval of stalls and letter headed donation letter (first priority)
- Jean/Jen send Gabor poster text
- Gabor to design poster for Christmas Fair
- Gabor to design logo for Friends of St. Pauls
- Denise to ring Home Bargains and Aldi (follow up with a letter when it becomes available)
- Jane speaks to Tesco community champion
- Kirsty to speak to business managers at the fort when letter available
- Bina to speak to Manchester businesses when letter available (or follow up with letter)
- Jean speak to Michelle about play centre vouchers again
- Jane and Bina to get application forms for bank asap

**Next meeting is set for Monday 1st December at 7pm.**

Jean will ask Deb to book the church for meeting venue.

Meeting was closed at 9pm.