

PTFA Minutes – 7.30 pm 26th September 2018

The Oak Tree, Newton le Willows

Attendees:

Joanne Lapersonne (Chair)

Olivia Lewis (Treasurer)

Vicky Gregory – Minutes

Kathryn Harrison

Fionnula Byrne

Sally Weston

Apologies:

Rebecca Wong

Gerry Shaw

Gillian PL Moore

Melanie Lockwood

Rebecca Jones

Christmas Fair:

1.	Agree date with school – suggest Sunday 2 nd December (JL) NOW CONFIRMED 9th DECEMBER	Open
2.	Agree venue with school – suggest Junior School (JL)	Open
3.	Consider ideas for Christmas fair to discuss with group at planning meeting (ALL)	Closed
4.	Publicity: Save the date on Facebook & newsletter (KH & VG) Regular updated (KH & VG)	Pending
5.	Tombolas: Liaise with school to agree (JL): Chocolate – non-uniform day on TBC Bottle – non-uniform day on TBC	Open
6.	Santa's Grotto: Santa – obtain name of last on (JL) or advertise for new (VG/KH) Grotto – source ready-made (JL) or Build own – fireplace (VG) Christmas trees to walk through (ALL) Price snow machine (VG) Buy selection boxes when offer – liaise with TESCO contact	Open Open Open

7.	Raffle: Raffle letter from school (JL) Pre-sales: Letter home Staple tickets Collect tickets & money Contact businesses for donations	Open Pending Pending
8.	Elfridges: Purchase gifts (some already available) Bags & stickers Agree price	Pending
9.	Food & Drink: Bratwurst & bun Crepes Other? Tea & coffee Syrup Coffee Machine hire? Squash	Pending
10.	Crafts: Gingerbread decoration Investigate option of craft week with school (JL)	Pending Open
11.	Games: Festive Tin Can Alley Pin the nose on Rudolf Open the box Snowball Lucky Dip Name the reindeer Snowman toss Prizes	Pending Pending
12.	Stalls: Avon (KH) Book People (VG) Advertise Facebook, newsletter & when we ask for Raffle Prizes	Pending
13.	Produce: Facebook request for people to donate / make Cake Chutney Jam Sweet/hot chocolate cones	Pending
14.	Volunteers: Facebook / newsletter advert Check volunteer list	Pending

Design a Christmas Card:

1.	Contact Willow Printing to agree to proceed & understand process & time lines ahead of Christmas planning meeting (JL)	Closed
2.	Confirm details with school (JL)	Open
3.	Letters from Willow Printing to be sent home (TBC)	Pending

