

PTA MINUTES

Meeting Title: Meadowburn Primary School PTA Christmas Fayre Organisational Meeting

Venue: Microsoft Teams Meeting

Date: 27th October 2022

ime: 6.30pm – 7.55pm

Attendees- Joanna Robertson, Gayle Don, Fiona Walker, Fiona Munro, Lianne Devine, Kelly MacDonald, Sarah McLellan, Mags Sproat

Apologies- Mrs Doherty, Grace Mair

AGENDA	DISCUSSIONS AND AGREEMENTS	ACTIONS
1. Scope of Meeting	This is a meeting to discuss the organisational aspects of the upcoming Christmas Fayre only.	
2. Santa's Grotto	<p>PTA agreed to purchase a new winter scene backdrop and gazebo to be set up in the Gaelic cloak area. There should be a Santa Suit in the cupboard. Cardboard Fireplace and Christmas trees with decorations in cupboard.</p> <p>We normally have P7 helper elves, school has been asked to look into this. A Head Elf is also needed to shepherd the kids at their arranged time. Stickers need to be printed that can be filled in with the time the kids see Santa. The school office should have a template for these to print if PTA provide the labels.</p>	<p>Joanna Robertson to check Dimensions of cloakroom area, check state of Christmas apparel</p> <p>Leanne Devine agreed to arrange purchase of gazebo once measurements are known</p> <p>Mrs Doherty has to check about elves and see if anyone in the office is aware of the sticker template</p>
3. Entry Fee	After a review of records of previous fayre records, it was agreed the entry fee will be £3 per adult with nothing included	Joanna to contact Debbie to amend poster accordingly
4. Home baking	The home baking stall was very profitable previously, so we will look to parents for donations. Check with school that home baking is allowed	Mrs Doherty to check if home baking is allowed.

<p>5. PTA Stalls</p>	<p>Bric n Brac was also a profitable stall, so ask for donations from parents</p> <p>Pocket money stall is not so profitable but is fun for kids, so agreed to purchase £100 worth of stock, some Christmas themed if possible</p> <p>Pick n Mix not so profitable but kids love it, so will run again.</p> <p>Crafts have already been purchased by Siobhan McGuire, pens needed for the colouring option. Agreed £1 per craft, rather than any form of pricing structure which is difficult to implement in the busy environment.</p> <p>Tombola to be run as normal, donations from parents. Gift bags and tickets needed</p> <p>100 Squares games. Joanna has put together a Christmas themed map with grid. Agreed to charge £2 a square, with 5 winning squares chosen by random number generator winning £20 each.</p> <p>Sweets in Jar contest located at the baking stall, 50p a guess, closest guess wins the jar</p>	<p>Joanna to post/email request for home baking, tombola prizes and good quality/complete games, toys and books</p> <p>Gayle agreed to purchase pocket money toys and pick n mix</p> <p>Joanna to action someone to get pens</p> <p>Joanna to check cupboard for tickets and gift bags</p> <p>Fiona Walker to count sweets and assemble</p>
<p>6. Stallholders</p>	<p>Sarah provides an update that 15 stakeholders had confirmed and paid. She has been chasing others for confirmation. If no response she will re-advertise via Facebook. They will have access to the ball from 12 to set up.</p> <p>School has been asked to confirm if it would like to run an enterprise stall</p>	<p>Sarah McLellan to continue to liaise with stallholders</p> <p>Mrs Doherty to confirm</p>

	<p>We have access to the hall the evening before the event 6-9pm and the morning of from 10am. Santa's Grotto to be set up and all rented tables to be covered in protective paper (taped down) with two chairs and a bin bag provided for each stallholder. Post/survey for volunteers to help set event will go out. We can provide lunch for volunteers if necessary by going to Asda on the day</p> <p>Previously a teacher has been in a classroom with access to the school wii, and games, is this something school is happy to do again</p> <p>Not discussed at meeting due to time restraints, but agreed via messaging... Poster is being put together by Debbie Crawford, to be emailed out and hopefully be printed and distributed locally by Allen and Harris week before</p> <p>Banners, the council has granted permission</p>	<p>Joanna to organise volunteers</p> <p>Check with Mrs Doherty</p> <p>Joanna to contact Allen and Harris again to confirm details when poster ready</p> <p>Gayle will put these up the week before the event</p>
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