1. **Present**

Vanessa Ryan (VR) Lindsey Hislop (LH)

Anna Abram (AA) Jessica Hetherington (JH)

Sara Gill (SG) Sara Burcher (SB)

Liz Thornber (LT)

1. **Apologies**

Ellie Bond (EB) Cassie Gerri (CG)

Karrie Ann Peters (KP) Niki Ware (NW)

Dawn Roberts (DR)

1. **Children in Need Disco**
	1. Pricing - £1.50 yr R,1,2&3 inc sweets & drink / £1.00 Yr 4,5 & 6 plus tuck shop Forsake extras like décor to keep price down
	2. Addition items for sale Y4,5 & 6 – Glow sticks (?) Good Idea
	3. Décor – Helium balloons (?)
	4. DJ prizes – 15 x CinN wristbands = £15.00 (plus DJs own sweets) Prize spotting by Andy was mentioned again in so far that it is difficult for him to point out the winning child from the stage and if a different child thinks it is them that won it is upsetting. Could we have a teacher/parent spotter instead?
	5. Pudsey Pudsey Bear will attend the YR & Yr 1 disco for a short period, this has been arranged by the school office.
	6. Sweet bags – Tuesday 13th & Wednesday 14th 9am – 12 noon, “lounge” area booked – AA, SB & LH have offered to help on Tuesday & SB, LH on Wednesday. CG has also offered to help through the WhatsApp group.
2. **Christmas Fair**
	1. Existing “internal” stalls – as per list attached
	2. External stalls
	3. Games
	4. Raffle
	5. Reindeer Food – could packaging change to make it easier to pack, i.e. in square bags with sticker, not cones with ties?
	6. Face painting
	7. Glitter tattoos
	8. Newsletter – it was suggested that parents are told about PTA so they get more involved
3. **Grotto**
	1. Santa
	2. Gifts
	3. Ticket system
	4. Photos
	5. Elves
4. Accessible areas/restrictions (not in new build)
5. Catering requirements/personnel
6. Bookers / catering shop
7. Afterschool club
8. Signage – JH has offered to do signage, need to know what is required. Big map needed at entrance to fair.
9. Finance: change order/floats/money bags
10. Lock up

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| **External Stalls – charged £15** | **Contact details** |
| Usborne Books – Kim Butler |  |
| Lisa Hood – children’s jewellery, lucky dip, scarves etc | Charliecat77@yahoo.co.uk |
| Mr Thorpe – takes family portraits (?) | Ask Ruth Thorpe |
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**Enquiry from a parent**: Sam Sanderson-Marshall sells products for Weleda, which are natural personal care products including babies. Details have been passed onto Portia Barry. Sam’s details are sam.sm@weleda-advisor.co.uk – everyone was happy with Weleda stall being included

Also Louise Justice (parent) - professional hair products to sell. Louise works for a hairdressing company and has just changed jobs, so the samples are from her previous employers. If bough in a salon they would RRP around £10-15

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| **Internal Stalls** | **Number of Helpers** |  |
| Children’s tombola £1 | 2 |  |
| Adult tombola £1 | 2 |  |
| Raffle 50p | 2 |  |
| Chocolate tombola £1 | 2 |  |
| Book Stall | 1 |  |
| Sweet Stall & Gingerbread man stall? | 2 | Could Tuck Shop be Christmas themed? |
| Face painting £2.00 | 5 | NW with Carina & JH – more helpers needed |
| Glitter Tattoos £2.00 |  | LT also to do Festival Glitter for older children – helpers needed |
| Cake stall  | 3 |  |
| Santa tickets j£2.50 or £2 for groups max of 4 children & Reindeer food 50p | 2 | Set up 2 x tables in Year 2 classroom area to sell tickets for Grotto |
| Grotto & photo £? | 2/3 |  |
| Bottle stall £1 | 2/3 |  |
| White elephant | 1 | Not this year |
| Refreshments | 4 |  |
| PA system | 1 |  |
| Office | 2 |  |

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| **Additional ideas for discussion** |  |  |
| Reindeer racing (this was on a previous form??) | 2 | ?? |
| Secret Present stall (for children to buy gifts) | 2/3 | LH has offered to buy presents and help with wrapping – numbers to be confirmed (50 men/50 women/50 girls/50 boys?) |
| Children’s Craft |  | SB has offered to see what we have in stock from crafts last year and then to put a project or 2 together for the stallIt was also suggested to make the YR central area a craft ‘shop’ where children pay an entry fee to do as many as they like. |
| Santa letter writing |  | Not this year |
| Splat a Christmas Pudding (would need making) |  | ?? |
|  |  | Cup with prize suggested (like lucky dip) for a game – shape could be a Christmas tree |

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| **Games** |  |  |
| Knock Santa down the Chimney (needs checking) |  | AA to check chimney is ok |
| Snowballs at the Snowman |  |  |
| Snowballs at the Penguin |  |  |
| Ten-pin bowling snowmen |  |  |
| Golden Carrot (find the golden carrot amongst all the straw and other carrots) |  |  |
| Lucky dip £1 |  |  |
| Bouncy Globe £1.50 |  |  |
| Key Game??? |  | This was well supported at Summer Fair |
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**Catering**

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| **Food** |  | **Notes** |
| Pizza\*Pepperoni\*Cheese and Tomato\*? | Would KP & DR be interested in running the kitchen | Yes but fresh pizzas and only these 2 flavours |
| Hotdogs?\*Buns\*onions\*sauces |  | Yes but no onions to keep it easier, maybe more sauces instead |
| Napkins etc |  | There are enough in stockHotdog boxes in stock |
| Drinks\*Tea/Coffee\*Cold drinks? |  | YesYes but cartons not fizzy or cups |
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