

Minutes from SAF Meeting 02/11/2016

Present:

Davina Benton	Jo Chesterman	Laurie Munro
Helen Brownell	Sam Cunningham	
Nic Hope	Gina Hayman	

Apologies: Sally Martin

Update on events

- Non-Uniform day on 25/11/16 with chocolate tombola donation has been agreed
- SAF have agreed to run a cake sale on Children in Need day on 18/11/16
- New website is about to launch. NH to negotiate with George re content of SAF page.

Future Events

Constitution

The official PTA UK constitution was adopted by universal approval in order to facilitate our registration with the Charities Commission as a registered charity.

Action: NH to begin work on our Charities Commission application.

Terms of Reference

The Terms of Reference was adopted by universal approval.

Action: NH to forward to George to put onto the website and to ask her to put it up in the display case.

Disco

Times are y3/y4 4.30-6 and y5/y6 6.15-7.45

Songs list has been given to DJ

HB is going to go to Bookers for sweets

Action: NH and DB to help make up sweet bags on 15 November

Winter Fayre

- Lantern Parade to leave from the play ground at the end of the Fayre.
- Some of Laura's letters have come back positively with prizes for the raffle
- Confirmed Stalls:
 - Lanterns
 - Tombola - Susan is collecting prizes
 - Raffle
 - Mulled wine and mince pies, cakes and squash
 - 4 private tables on offer at £15 per table
 - School Council - HB to liaise with school
 - Lucky Dip - ask Little Treasures to provide at cost
 - Throw wet sponge snowballs at teachers
 - Sweet stall - fudge and reindeer poo
 - Guess the weight of the Christmas Cake
 - Christmas Tattoos
 - Pick out a lucky cane
 - Gingerbread man decorating
 - Book stall

Actions:

- SC
 - to make vinyl letter for banner
 - to approach Candlelight and Body shop for private table hire
 - SC & GH to approach Co-op for refreshments table supplies
 - to buy Xmas Tattoos kit NH to approach Aldi for refreshments table supplies
 - to buy bags for fudge and reindeer poo
 - to make cake for guess the weight of the xmas cake
- NH
 - to talk with Susan and Little Treasures for Lucky Dip prizes. Little Treasures prizes need to be less than 50p each at cost to cover price of lucky dip turn.
 - to make fudge
- JC to make gingerbread men
- HB to do a risk assessment next week

Date of the Next Meeting

Full meeting - 7.30pm 11/01/17