St Peter's Catholic Primary School PFA

Minutes of Meeting Date 06.11.22

PRESENT	APOLOGIES	ABSENT
Carol Baron	Alex Evans	Christine Crowley
Karen Dinsmore		Anne M
Pierina Bayle		Allyson O'Neil
Ria Whitehead		Georgeta Mutu
Katie Johnson		Leami
Sarah Green		Rhian Jackson
Katarzyna Szejgiec		
Debbie O'Kane		
Sbongile Chisangowerota		

AGENDA

- 1. Apologies
- 2. Yr. 6 Stalls
- 3. Trade Stalls
- 4. Raffle
- 5. Santa's Grotto
- 6. Gift Wrapping Room
- 7. Unwanted Gifts
- 8. Food required
- 9. Signage required
- 10. Volunteers required
- 11. Advertising
- 12. AOB
- 13. Date and time of next meeting

	ITEM	ACTION	WHO BY	RAG
1/2	Present and Apologies	Everyone happy. No discussion necessary.		
3	Yr. 6 Stalls	All in hand.		
		Stalls are being allocated.		
		Golden Carrot		
		 Snowman Knockdown 		
		Knockdown Santa		
		• Transfers		
		Reindeer Food		
		Santa Keys Luda Dia		
		Lucky DipHook a Cracker		
		Santa Skittles (Ria to check)		
4	Trade Stalls	10 stalls		
		Photo to be sent from KD to PB		
		AE to chase the photographer. COMPLETED		
		Choir: Confirmed		
5	Raffle	Chase raffle prizes		
		'Naughty or Nice' Raffle prizes required. Non-school uniform day donations will help towards this.		

Location: In the PFA cupboard Presents to be checked: KS1: Require, Currently have: 68 Books KS2: Require, Currently have: 72 Books 400 selection boxes required Preparation volunteer required to wrap the presents. Ria and Kate will look for the scenery setting. Gifts of 50p, £1.50 & £2.00 CB to put an article in the news letter asking for 'Unwanted Gifts' Hot Choc £1.00 (+Extras £1.50) / Tea/Coffee Turkey Rolls/ Hot Dogs/ Chips Mulled Wine/ Soft Drinks Cake Stall Ask Bridget if she will order the Turkey/Sausages and Veggre option/ Chips Shop: 200 Rolls/ 200 Finger Rolls Serviettes Squirty Cream Marshmallows Hot Choc Milk Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4 Gift Wrapp: 6	6	Santa's Grotto	Volunteers required: 2 Elves	
Presents to be checked: KS1: Require, Currently have: 68 Books KS2: Require, Currently have: 72 Books 400 selection bowes required Preparation volunteer required to wrap the presents. Ria and Kate will look for the scenery setting. Gift Wrapping Room Gifts of Sop, £1.50 & £2.00 Gift wrapping Room Gifts of Sop, £1.50 & £2.00 Gift wrapping Room Gifts of Sop, £1.50 & £2.00 Gift wrapping Room Hot Choc £1.00 (+Extras £1.50)/Tea/Coffee Turkey Rolls/ Hot Dogs/ Chips Mulled Wine/ Soft Drinks Cake Stall Ask Bridget if she will order the Turkey/Sausages and Veggie option/ Chips Shop: 200 Rolls/ 200 Finger Rolls Serviettes Squirty Cream Marshmallows Hot Choc Milk Choc Buttons Small cups Mulled Wine (£3.00) Alchol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffes: 5 Santa's Grotto: 4			·	
KS1: Require, Currently have: 68 Books KS2: Require, Currently have: 72 Books 400 selection boxes required Preparation volunteer required to wrap the presents. Ria and Kate will look for the scenery setting. Gift Wrapping Room Gifts of 50p, £1.50 & £2.00 CB to put an article in the news letter asking for 'Unwanted Gifts' Hot Choc £1.00 (+Extras £1.50)/Tea/Coffee Turkey Rolls/ Hot Dogs/ Chips Mulled Wine/ Soft Drinks Cake Stall Ask Bridget if she will order the Turkey/Sausages and Veggle option/ Chips Shop: 200 Rolls/ 200 Finger Rolls Serviettes Squirty Cream Marshmallows Hot Choc Milk Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffes: 5 Santa's Grotto: 4			·	
KS2: Require , Currently have: 72 Books				
A00 selection boxes required Preparation volunteer required to wrap the presents. Ria and Kate will look for the scenery setting.				
Preparation volunteer required to wrap the presents. Ria and Kate will look for the scenery setting. Gift Wrapping Room Gifts of 50p, £1.50 & £2.00 CB to put an article in the news letter asking for 'Unwanted Gifts' Hot Choc £1.00 (+£xtras £1.50) / Tea/Coffee Turkey Rolls/ Hot Dogs/ Chips Mulled Wine/ Soft Drinks Cake Stall Ask Bridget if she will order the Turkey/Sausages and Veggie option/ Chips Shop: 200 Rolls/ 200 Finger Rolls Serviettes Squirty Cream Marshmallows Hot Choc Milk Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. Volunteers Required				
presents. Ria and Kate will look for the scenery setting. Gift Wrapping Room Gifts of 50p, £1.50 & £2.00 CB to put an article in the news letter asking for 'Unwanted Gifts' Hot Choc £1.00 (+Extras £1.50) / Tea/Coffee Turkey Rolls/ Hot Dogs/ Chips Mulled Wine/ Soft Drinks Cake Stall Ask Bridget if she will order the Turkey/Sausages and Veggle option/ Chips Shop: 200 Rolls/ 200 Finger Rolls Serviettes Squirty Cream Marshmallows Hot Choc Milk Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. Volunteers Required Vis Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4			·	
Gifts of SOp, £1.50 & £2.00 CB to put an article in the news letter asking for 'Unwanted Gifts' Hot Choc £1.00 (+Extras £1.50) / Tea/Coffee Turkey Rolls/ Hot Dogs/ Chips Mulled Wine/ Soft Drinks Cake Stall Ask Bridget if she will order the Turkey/Sausages and Veggie option/ Chips Shop: 200 Rolls/ 200 Finger Rolls Serviettes Squirty Cream Marshmallows Hot Choc Milk Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes OB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4				
CB to put an article in the news letter asking for 'Unwanted Gifts' Hot Choc £1.00 (+Extras £1.50) / Tea/Coffee Turkey Rolls/ Hot Dogs/ Chips Mulled Wine/ Soft Drinks Cake Stall Ask Bridget if she will order the Turkey/Sausages and Veggle option/ Chips Shop: 200 Rolls/ 200 Finger Rolls Serviettes Squirty Cream Marshmallows Hot Choc Milk Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4			Ria and Kate will look for the scenery setting.	
Food Required Hot Choc £1.00 (+Extras £1.50)/Tea/Coffee Turkey Rolls/ Hot Dogs/ Chips Mulled Wine/ Soft Drinks Cake Stall Ask Bridget if she will order the Turkey/Sausages and Veggie option/ Chips Shop: 200 Rolls/ 200 Finger Rolls Serviettes Squirty Cream Marshmallows Hot Choc Milk Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. 10 Volunteers Required KI: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4	7	Gift Wrapping Room		
Turkey Rolls/ Hot Dogs/ Chips Mulled Wine/ Soft Drinks Cake Stall Ask Bridget if she will order the Turkey/Sausages and Veggie option/ Chips Shop: 200 Rolls/ 200 Finger Rolls Serviettes Squirty Cream Marshmallows Hot Choc Milk Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4			<u> </u>	
Turkey Rolls/ Hot Dogs/ Chips Mulled Wine/ Soft Drinks Cake Stall Ask Bridget if she will order the Turkey/Sausages and Veggie option/ Chips Shop: 200 Rolls/ 200 Finger Rolls Serviettes Squirty Cream Marshmallows Hot Choc Milk Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4	8	Food Required	Hot Choc £1 00 (+Extras £1 50) / Tea/Coffee	
Mulled Wine/ Soft Drinks Cake Stall Ask Bridget if she will order the Turkey/Sausages and Veggie option/ Chips Shop: 200 Rolls/ 200 Finger Rolls Serviettes Squirty Cream Marshmallows Hot Choc Milk Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4		·		
Cake Stall Ask Bridget if she will order the Turkey/Sausages and Veggie option/ Chips Shop: 200 Rolls/ 200 Finger Rolls Serviettes Squirty Cream Marshmallows Hot Choc Milk Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4				
Ask Bridget if she will order the Turkey/Sausages and Veggie option/ Chips Shop: 200 Rolls/ 200 Finger Rolls Serviettes Squirty Cream Marshmallows Hot Choc Milk Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. Volunteers Required KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4			,	
Shop: 200 Rolls/ 200 Finger Rolls Serviettes Squirty Cream Marshmallows Hot Choc Milk Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4			Care Stair	
200 Rolls/ 200 Finger Rolls Serviettes Squirty Cream Marshmallows Hot Choc Milk Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4				
200 Rolls/ 200 Finger Rolls Serviettes Squirty Cream Marshmallows Hot Choc Milk Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4			Shon	
Serviettes Squirty Cream Marshmallows Hot Choc Milk Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4				
Squirty Cream Marshmallows Hot Choc Milk Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes CB suggested she will prepare the signage. PB will email the current signage to CB. Volunteers Required KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4				
Marshmallows Hot Choc Milk Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4				
Hot Choc Milk Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4				
Milk Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4				
Choc Buttons Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4				
Small cups Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4				
Mulled Wine (£3.00) Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4				
Alcohol (24 cans Cider, 24 cans Lager) Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4				
Soft Drinks (2 trays Cola, 1 tray Fanta, 2 trays Water, 3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4				
3 boxes Cup Juice) SG suggested she may be able to get the drinks from her work. CB to put an article in the newsletter for Christmas Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4				
her work. CB to put an article in the newsletter for Christmas Cakes Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4				
Cakes 9 Signage Required CB suggested she will prepare the signage. PB will email the current signage to CB. 10 Volunteers Required KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4				
PB will email the current signage to CB. KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4				
10 Volunteers Required KJ: Money Floats Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4	9	Signage Required	CB suggested she will prepare the signage.	
Yr 6 Stalls: 2 Raffles: 5 Santa's Grotto: 4			PB will email the current signage to CB.	
Raffles: 5 Santa's Grotto: 4	10	Volunteers Required	KJ: Money Floats	
Santa's Grotto: 4			Yr 6 Stalls: 2	
			Raffles: 5	
Gift Wrap: 6			Santa's Grotto: 4	
			Gift Wrap: 6	
Food: 4			Food: 4	
Bar: 3			Bar: 3	
Soft Drinks: 2			Soft Drinks: 2	

		Cakes: 2	
		Naughty or Nice: 2	
		Bottle Tombola: 2	
		Chocolate Tombola: 2	
		Water to Wine: 2	
		Craft: 2	
		Entrance: 2	
		TOTAL: 41	
11	Advertising	Covered throughout meeting	
		RW to put an advert for volunteers in the Staff Room	
12	AOB	School Christmas Disco: Fri 9 th Dec	
		17:00 – 18:00	
		18:15 – 19:45	
		Tickets £2.00/ On the Door £2.50	
		No Phones/ No Money	
		No Water Bottles (Drinks Provided)	
		 Schoolastics 	
		Parents buy books and the school gets a percentage	
		of the sales, DK to look into this.	
13	Date & Time of Next Meeting	Tuesday 10th January /22 @ 10:20	
13		Tuesday 10 th January '23 @ 19:30	