

St Peter's Catholic Primary School
PFA

Minutes of Meeting Date 06.11.22

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

AGENDA
<ol style="list-style-type: none"> 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. <ul style="list-style-type: none"> • Golden Carrot • Snowman Knockdown • Knockdown Santa • Transfers • Reindeer Food • Santa Keys • Lucky Dip • Hook 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.		

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

		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	<ul style="list-style-type: none"> School Christmas Disco: Fri 9th 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 10 th January '23 @ 19:30		