

## **PTA meeting 07.11.2024**

### **Attendees:**

Kirstie Harrison

James Park

Carly Taylor

Mia Knight

Caroline Tetchner

Andy (Tobys dad)

Emma Burrow

Sarah Sanderson

### **Christmas Markets –**

Kirstie has a floor plan and has had confirmation of most stall holders, however James Park has not yet received an invite or information, Kirstie will check this out.

Mia highlights there was not enough power points last year and lighting.

Ste Lawton will happily provide a generator but will not be able to provide any assistance on the evening.

Emma and Robbie to provide plastering lights and extension reels. Carly states she has a tall lamp she can lend if needed. Kirstie and Carly will ask Sam Mason and Bex Kelly if the flood lights from Holgates could be loaned.

Discussed floor plan and how to run cables and provide power to each stall and outdoor areas. Mia has offered her van to store chairs in so these aren't in the way for the stall holders and frees up some space.

Caroline Tetchner has an idea for the children to create Baubles which can be sold and on the backs of them they have a number on the back which correlates to a list of prizes. Prizes need to be decent of a good value. £5 per bauble. Kirstie to send Caroline Tetchner a link to purchase ceramic baubles and pens for the children to decorate. Emma, Carly and Mia to donate additional baubles from home collections.

Mia has created a poke tree and started collecting chocolates and small prizes.

Kirstie to purchase battery powered tea lights and small toys for the stalls and lucky dip

Newsletter to request shredded paper for the lucky dip instead of sawdust. Small toy donations for the lucky dip to be requested from families. Also to request raffle prizes and contacts for people to tap up for prizes.

School stalls organised by Mia Knight include:

Lucky Dip

Chocolate raffle

Poke table

Christmas cake game – Chimene making the cake, Mia has prepared the board for it to sit on.

Guess the name of the teddy

Shuffle Board

Kirstie and Jamie to provide the bar for the mulled wine. Carly Taylor to speak to Jonte regarding supplying the mulled wine at a discounted rate. Carly to contact Kate for any relevant info re quantities and pricing from last year. Kirstie to speak to the Co-Op re donation of mince pies for the evening.

Sarah Sanderson has shared that there are 12 stall holders confirmed with one more to confirm. Emma feels it would be unlucky for their to be 13 and so Kirstie Harrison she could be a 14<sup>th</sup> stall holder.

Emma Burrow will donate an event shelter to school for their use and a large waterproof beanbag.

Volunteers needed :-

Front Door/Admissions -

Raffle Tree –

Cake and Teddy – Angela and Andy

Mulled Wine – Emma Burrow

Outside Stalls for school – Mia and Trudy + 3 persons needed

Minimum of 6 volunteers needed ideally 12 so that everyone can do half a shift.

Prizes required – Carly Taylor to go round collecting raffle tickets from local businesses. Emma suggested a collection basket similar to foodbanks be placed in co-op or post office.

Night to get organised held at school starting 5.30pm at school on Wednesday 27<sup>th</sup> November. Mia has a list of decorations to create on the night. Mia will sort out the celephane bags. Kirstie to purchase pop corn, googly eyes and brown pipe cleaners and red pom pom noses.

To add to newsletter next week – volunteers to help on the night. Organising night

Emma, Kirstie, Carly and Mia to arrive at 2.30pm on Friday 29<sup>th</sup> November to start setting up.

Sarah Sanderson to organise carol choir.

## **Actions**

**Ste Lawton** to provide a **generator**.

**Kirstie Harrison** and **Carly Taylor** will ask Sam Mason and Bex Kelly if the **flood lights** from Holgates could be loaned.

**Kirstie Harrison** to send **Caroline Tetchner** a link to **purchase ceramic baubles and pens** for the children to decorate.

**Emma, Carly and Mia** to **donate additional baubles** from home collections.

**Kirstie Harrison** to **purchase battery powered tea lights and small toys** for the stalls and lucky dip

**Chimene House** to **make the cake**

**Kirstie and Jamie Harrison** to **provide the bar** for the mulled wine.

**Carly Taylor** to **speak to Jonte** regarding supplying the mulled wine at a discounted rate.

**Carly Taylor** to **contact Kate Lambert** for any relevant info re quantities and pricing from last year.

**Kirstie Harrison** to **speak to the Co-Op** re donation of mince pies for the evening.

**Carly Taylor** to go round collecting **raffle prizes** from local businesses.

**Mia Knight** will sort out the **cellophane bags**.

**Kirstie Harrison** to purchase **pop corn, googly eyes and brown pipe cleaners and red pom pom noses**.

**Sarah Sanderson** to organise **carol choir**.

**Sarah Sanderson** to add relevant requests and info to **newsletter**.

Next meeting is **Wednesday 27<sup>th</sup> November** to organise the Christmas event and craft night.