## St Vincent's De Paul R.C Primary School

## PTA group

## Agenda



Date	7 <sup>th</sup> November 2024   6pm-7pm   St Vincents			
Attendees	Mrs Brooks Mrs Goulding Mrs Stott Steph Davison (SD) Chair Laura Sheridan (LS) Secretary additional parent representatives	Apologies	Chris Davison (CD) Treasurer Mrs Gillan Mrs Fallon	

1	Welcome and Apologies and introductions			
	Chris Davidson			
	Mrs Gillan			
	Mrs Fallon			
2	Christmas Fair			
	Christmas fair poster to be created and sent out this week	SD SD		
	<ul> <li>Confirmed 8 external stalls for fair, 2 sold already. Remaining to be sent out to</li> </ul>			
	previous users. Remaining stalls will be used by the school. Stalls to be labelled.			
	In addition, the following stalls will be present:			
	<ul> <li>Name the reindeer stall – Kate to run – we'll make up a bundle prize from the</li> </ul>			
	chocolate donations and if we still have the St Vincents Bear from summer fair			
	include that in the bundle too			
	<ul> <li>Year 6 stall (human fruit machine) prizes to be small packets of sweets (£1 3</li> </ul>			
	goes)			
	Chocolate tombola (£1 for 5 goes) (pick out raffle tickets from box)			
	<ul> <li>Bottle tombola (£1 for 5 goes) (bottle on a number 1-10, pick out bottle top from</li> </ul>			
	bag  Raffle stall			
	<ul><li>Raffle stall</li><li>Will offer granelli's a stall if they want to attend</li></ul>	SD to contact		
	Entrance to be through the double doors into the hall			
	<ul> <li>Entrance to be through the double doors into the hall</li> <li>2 options: Pre book entrance and cash on the door. To pre book send request to PTA</li> </ul>			
	email address, tickets will be printed and sent home with children for parents to bring			
	with them on the night. There will be a table outside for those paying on the door.			
	• £1 per person entry, adults charged only, children free – all under 16s have to be in			
	attendance with an adult.			
	Raffle:			
	<ul> <li>Pre buy through PTA – request to PTA email, same as pre booked entry</li> </ul>			
	<ul> <li>Raffle prizes – check those in the safe from summer fair and any that are out of</li> </ul>	SD		
	date we will get renewed version			
	o £1 per strip for chance to win a prize			
	CASH ONLY on the night     Chair a reference at			
	Choir performing  Figure 5.22 and 7.22 and  Figure 5.22 an			
	Fair to run 5.30pm-7.30pm			

		<del>                                     </del>
	<ul> <li>Request to PTA members via email / whatsapp for volunteers for each stall</li> <li>SD to be on the door</li> <li>LS on chocolate tombola</li> <li>Mrs Brooks to do tea, coffee and mulled wine stalls</li> </ul> BBQ:	LS
	<ul> <li>Ask Pete to set BBQ up in advance</li> <li>Get back up BBQ and 2 canisters</li> <li>John and Mike to run the BBQ. Will ask Rachel to support on BBQ as per last year</li> </ul>	MB SD SD
	<ul> <li>Pre-cook sausages in ovens in kitchen</li> <li>Need additional table outside for condiments</li> <li>Bookers shopping list:         <ul> <li>3 squirty bottles of ketchup</li> <li>Cups and lids</li> <li>Juice</li> <li>Cheese slices – not individually wrapped</li> <li>Napkins</li> <li>Coffee (already have tea left over)</li> </ul> </li> </ul>	
	<ul> <li>Milk to be bought on the night – 3 x 6 pint bottles</li> <li>Refreshments costs: £1 tea or coffee, £2 hot dog, £2.50 burger, £0.50p for cheese, £2 mulled wine, £0.50p juice</li> <li>Asda: 70 bottles mulled wine (look to order Asda delivery or to Asda store to be delivered)</li> <li>Order from Butchers: Sausages and burgers (150 of each)</li> <li>Add to school canteen order: Burger and hot dog buns (150 of each) – MB to check with Liz</li> </ul>	SD SD MB
	<ul> <li>Father Christmas – In reception areas, need tinsel curtains from previous disco's, need volunteers, one to take pictures (using school camera), one to take payment and manage the photo key rings completion (Cost - £3.50 per keyring with £0.50p extra for additional keyring). Timeslots for visit. Mrs Brookes to ask Suzi to volunteer and help.         <ul> <li>Speak to Rachel to see if her husband can take the photos again last year</li> </ul> </li> <li>50 keyrings left from last year. MB to confirm how many we ordered last year and the deficit what is required to be ordered.</li> </ul>	MB SD MB
	Steph to sort out the floats (numbered for each stall)	SD
4	<ul> <li>Upcoming plans</li> <li>Dress down for chocolate and bottle comms to go out this week</li> </ul>	МВ
5	Treasury updates Will use money from dress down and pumpkin competition as floats for Christmas fair	
8	Date and Time of Next Meeting  Date: Tuesday X <sup>th</sup> January 2025 (TBC)  Time: 6pm-7pm  Location: St Vincent's	All
	<del></del>	