

FAIRFIELD PRIMARY PTA MINUTES– 6th November 2019

In attendance

Jaimie Clegg (Chair), Linda Wood (Vice Chair KS1), Michelle McGibbon (Vice Chair KS2), Becky Tibbs (Secretary), Terri Tassiker-Tunstall (Treasurer), Rachel Griffiths (Treasurer), Clint Stamper, Rob Barton

Apologies

Becca Dunlop, Chris Steele, Jane Goode

1. Bake off 6th December

Free to enter, we will keep the cake and sell at the Christmas Fayre. If parents wish to buy it back they should let us know when they deliver the cake(s). All cakes to be delivered to school from 8.30am. **Linda will check if we can put the KS1 cakes in the KS1 canteen and KS2 cakes in the KS2 Learning Lounge** (if not, all cakes will be in the KS2 Learning Lounge). Ensure we request no nuts are in the cakes due to children with severe nut allergies. Name of child should be on the bottom of the container/Tupperware – any containers to be picked up from school on Monday 9th December.

Becca to start comms from 11th November onwards.

Rachel Griffiths to judge the competition and other volunteers needed for Friday morning to help sort out the cakes. Suggested we have a category for each year group from Nursery to Year 6 (8 in total). Prize could be aprons (Jane has looked into) or if too expensive, baking sets from Home Bargains and chocolate/sweets. **Becky to check costs with Jane. Linda to do certificates and numbering/signs for the Year group tables.**

Christmas Fayre 6th December, 5-8pm

Raffle

- **Danette to order raffle tickets, ensure they have gaming/licence details on.**
- Jaimie has written the letter to be sent out with tickets. **Jaimie (and others) to assemble envelopes to send out in 1-2 weeks when tickets are ready.**
- Prize draw details to be decided – possibly outside after the carol singing?
- **Raffle prize donations - Everyone to contact local businesses.** Add any prizes to central list of donations on PTA Organisers Facebook Group. We can thank businesses for their contributions on the PTA Parents Facebook Group. Jane has asked Linden Tree Hummingbird House, Fagans, the Toy Shop, the New Bookshop.

Danette has asked Gareth at Veeva, Nicola Hawkins for a Christmas pudding.

Clint to ask Wellington Farm, Tractor Brewery

Terri to ask Olive Tree, MP Auto Detailing, Bodycoach

Michelle to ask Lakes Home Centre, Working Plaza Cinema, Clip and Climb Maryport, Castle Bar, Rum story, Gin Case, all pubs in Cockermouth

Becky to ask Billy Bowmans, Main St Barber, Wordsworth House

Rob to ask Chance Camp, Tropic (Kelly Scott), M Sport (via Mr Steele).

Could Danette ask Country Food Stores, ESKK Karate, Annabelles?

Other requests could include Boots (via Suzanna Irving) and a wreath made by Danette?

Becca to include request to parents for raffle prize donations as part of comms.

Stalls

- **Jaimie and Rob to create room layout/plan in advance so everyone can use it for set up.**
- **Jaimie to do signs**
- Tattoos – at least 2 people. **We need to order more tattoos and face paints.**
- Chocolate Tombola – **We need to make prizes**
- Name the teddy, sweetie jar and reindeer food. **Terri to buy teddy, Linda to make reindeer food**
- Teddy tombola – Becky Tibbs
- Cake stall – **needs allergy signs – buy some nut free cakes.**
- Games room in Year 4 classroom to include disc game, festive ducks, hoopla, lollipop game. **Could year 6 and Governors run this? We need new fabric for Olaf game and sweets/prizes**
- 2nd hand books, games and uniforms
- Buzzer – **Clint to get from college and down volume down.**
- Tombola - Terri (and Jaimie if available). **We need to prep the tickets in advance,**
- Raffle – Jaimie, Linda

Give list to Rob and staff will allocate themselves:

- £50 note game
- Santa's chimney
- Wheel of Fortune
- **Rob to ask Chance Camp if they want to do something**

- **Linda to organise external stall holders** - Hannah Birkett, Kelly Scott, Nicola Hawkins, Shelly Bullock, Lakeland Laser Creations, cake/biscuit stall (friend of Miss Mitchell). £10 per stall. **Rob to ask Issy Holmes**

Donations needed are teddies, chocolate, tombola, wine. Rob to check if it is feasible to do a dress down donation day before the Fayre (eg 29th November?). Request for donations could also be included in comms - Becca.

Refreshments

- Hot dogs in slow cookers (Linda & Jaimie can supply cookers). **Need to buy hot dogs, buns and mince pies (200?).**
- Teas and coffees (**check on supplies**)
- Mulled wine to be served in red nose mugs. **Terri to buy 30 bottles from B&M and a kettle. Clint to try and source an old tea urn.**

Grotto

- Terri leading with help from others to decorate the library on Friday (Mindy, Becky). **Terri to share her Pinterest board ideas and request for materials. Terri to go in shed and check decorations.**
- **Clint to request Lakes College art students to make decorations.**
- **Becca to include request for decorations in comms.**
- Cost will be £2.50 and will include a gift (selection box). We need approximately 120 boxes - **Jaimie/Terri to buy.** We will wrap these at our next meeting (4th December).
- **Request Cath Thorpe to be the elf, John McGibbon will be Father Christmas. Terri to ask Round Table (Mike Edmondson) if we can borrow their Father**

Christmas suit. Ensure we schedule breaks for John during the grotto sessions.

- Christmas tree and carol singing
- Carol singing outside from 7.30-8pm, Eleanor has confirmed the Mechanic band will play (**carol sheets and playlist needed**).
- **Rob to check if the school has already received an Iggersons voucher.** John McGibbon may sponsor a tree, other alternatives could include Whinlatter or Town Council (**Clint to check where they get it from**).
- **Clint will make lights for the external KS2 reception area and tree.** We could put these up on the 1st December. The tree will require a large, weighed down pot – could use the **school/chimney pots next to shed**. Ensure any external power cables are secured.

2. Christmas disco – 19th December

Nursery and Reception	2.00 -3.00pm	
Year 1 and 2	3.15 - 4.30pm	(to give the children time to be brought over and get changed while we sort out the hall)
Year 3 and 4	4.45 - 5.45pm	
Year 5 and 6	6:00 - 7.00pm	

Cost is £3 with all snacks/drinks included – crisps, biscuits, sweets, glowsticks, and juice cartons (to help avoid spillages). **Linda will source different items to the glowsticks for Nursery/Reception. Rob to check with Early Years what they would like for the disco (games/more support etc?). Rob to sort out the attendance lists, school will chase out those who haven't paid to check if they would like their child to attend.** Children will exit via the Year 3 classrooms and all children must be collected by an adult. We will need helpers - any parent/carer volunteers who would like to help at the disco should let their child's teacher know.

Becca to do comms - save the date for 19th December, full details after the Christmas Fayre week beginning 9th December.

3. Feedback from Halloween dress up and pumpkin competition 31st October

Halloween dress-up raised £191. Pumpkin competition was really good but very few entries. People may have been confused by the last minute change in the date. We could think about having them on separate days next year, and the pumpkin competition the day after Halloween when people have finished with pumpkins.

4. Bid writing

Kay Pitchford has agreed to take on this role with Cath Howard in support. **Details of funding suggestions to be pulled together and given to Kay.**

5. Accounts/funding

Money for the screens and cloakrooms have now come out of the PTA funds.

6. Communications

Covered in previous items on the Bake-off, Fayre and Disco.

7. AOB

Linda requested that alternative storage for second hand uniform is found - it is currently stored in wraparound. She may be able to find temporary storage but

raised the question as to whether the PTA require another or bigger shed, and more plastic storage boxes.

Linda to look at prices for flooring to replace the black floor outside Year 1/Wraparound.

8. Next meeting – from 6pm, 4th December, Fairfield Primary School