



PTA Meeting

Date: Tuesday 9th November 2021

Attendees:

Emily Holloway, Lynda Wraight, Becky Hopkin, Anne Wasyliw, Sarah Nolan, Helen Dakin, Christie Vaughan, Karen Ehrlich, Lynette Harland, Stacey Henderson, Sue Webster

Apologies: Haylie Yearwood

Agenda Item	Minutes
1. Welcome	
2. Update From Chair	<p>Emily Holloway (EH) apologised for missing the last meeting and for the short notice in organising this meeting. Thanked those in attendance.</p> <p>Welcomed Sarah Nolan (SN) who is the Chair of the Elmsbrook Committee Organisation, and has been holding events across the site for many years.</p>
3. Christmas	<p>EH stated that the Christmas Fayre is scheduled for the 5th December from 11am – 2pm. However, she also reminded all in attendance that this was COVID dependant.</p> <p>The cost of a stall is £10+ a raffle prize.</p> <p>The has previously been suggestions about a joint event between Gagle Brook and The Elmsbrook Committee, however, after further discussions it has been agreed that the school will run the Christmas Fayre, with support from the Elmsbrook Committee. The Fayre is to be run as a fundraising event for the school.</p> <p>The Eco Committee will run a café for us, and SN advised they were happy to pay the £10 stall fee. They will bring their own equipment but we need to check we are OK to use the dishwasher.</p> <p>It was agreed that we would not sell alcohol or get in external food stall holders as this required additional administration and licencing.</p> <p>Lynda Wraight (LW) requested that if possible we should avoid duplicate stalls, to avoid direct competition. It was suggested a spreadsheet would be put on a 'live' document and shared with the PTA committee and SN so that everyone could see what stalls were already booked.</p> <p>SN advised she had some wooden discs that could be painted and varnished as an activity to be hung on the community tree outside the front of school.</p>



	<p>Santa: It was suggested that one of the offices at the front of school be transformed into a Santa's Grotto. The cost for Santa would be £2.50 for 5 mins and some pre booking slots would be opened up for parents. Emily has begun to buy presents for Santa to give out (books). It was also suggested that environmentally friendly reindeer food would be given out. Music: The school Choir will perform, and Rob Fellows (RF) has volunteered to play at the Fayre for us too. Becky Hopkin (BH) also suggested asking our school music teachers if they would be available.</p> <p>The children at school are all creating crafts to sell at the Fayre. These will be labelled and available to their parents to purchase for £2.50.</p> <p>It was suggested we also set up some small price/pocket money stalls for the children such as; cupcake/gingerbread decorating, lucky dip, lollipop dip etc.</p> <p>Evergreen Stall: Will be selling good quality second hand items.</p> <p>Tombola: on the 26th November there will be a dress down day at school in exchange for raffle prizes. SN advised that the community have a Tombola drum that we can borrow.</p> <p>Volunteers: We need as many volunteers as possible for the event. We will put out a request this week and form a list of availability. We will assign roles closer to the date. Volunteers to email PTA (frogs@gaglebrook.org.uk), family and friends welcome to volunteer.</p> <p>Additional Actions:</p> <ul style="list-style-type: none"> • Check staging • Look at a booking system for Santa • Check the numbers of tables for stall holders • Check with Sian over use of kitchen • Look at live events licence for music
4. AOB	PTA Email contact: frogs@gaglebrook.org.uk
5. Next Meeting Date	

Meeting Closed