

## Tanworth in Arden C of E Primary School and Nursery PTA Meeting

20<sup>th</sup> October 2025 | 19:00.



### Attendees (9):

Sarah, Gemma, Sue, Mrs Bamford, Hannah R, Hannah K, Dan, Catherine, Toby

### Meeting Minutes and Actions.

Meeting held at The Bell at 19:00.

Brief introduction and apologies – **meeting to be focused mainly on the Christmas Fair** – date confirmed as **Friday 28<sup>th</sup> November 2025**.

Timing of Christmas Fair discussed – confirmed **Open @ 3.15pm Finish @ 5pm**

Plan is to **use the School Hall, Year 5 & Year 6 Classrooms and the entrance by Year 1&2** for access. Happy for decorations but being mindful of Eco-Friendly alternatives where possible.

Suggestion for **volunteers to wear festive jumpers or sparkly outfits** – fine but not possible for the children – too early in the year.

Mrs Bamford suggested that in previous years the **classes** had chosen and then **run various stalls**. All agreed this would be a lovely idea. Mrs Bamford said likely to be a stall each for:

Nursery

Reception

Year 1 & 2

Year 3 & 4

Year 5

Year 6

Hall should be available for **setup from 1.15pm. Tidy up expected 5-6pm.**

**Stage and Christmas tree will already be setup in the hall** (Sue suggested a tree from Forest School would clear space there and be a lovely option for the tree).

Sarah suggested **'Tanworth Tinseltown'** as a catchy name which was well-received.

The Church are planning on running their event from 4.30pm with probably a Christmas Film being shown in church ahead of their lights 'switch on' at 5.30pm so although it's likely that Christmas Fair visitors may proceed onto the Church later, the 2 events are separate with

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separate locations this year. To maximise safety Mrs Bamford suggested **fairly lights along the Church wall has worked well in the past to help light the way on and off school premises.**

As last year, expect school car park to be open until 8pm-ish TBC.

Balloon arch or similar was mentioned but agreed this was unnecessary, time consuming to erect and would be weather dependent so idea scrapped.

### Christmas music essential

Any **fairy lights** need to either be PAT tested, New or battery operated.

Idea of a Santa's Grotto/ Mrs Christmas or similar was discussed but agreed that this was poorly attended in previous years and instead could be replaced by **Elves or Santa circulating through the event with a sack giving out candy canes etc** as there was last year. Hannah K to discuss with 'Santa'.

Discussion on whether we could we sell an 'experience'? Eg £5 to:  
-make reindeer food/ decorate gingerbread/ letter to Santa or similar ideas.

General feeling that this would be difficult to police, may sell tickets but may have disappointed children if friends have tickets but they don't etc. Suggestion instead to see what stalls are suggested by the different classes and possibly add in a reindeer food and crafting area or similar if space and volunteers permits.

No to 'letter to Santa' or post a wish on the Christmas tree as these are things that may be done in class anyway so need to avoid duplication.

### Stalls

External stallholders is fine but children only allowed on site for setup if with school DBS checked adults.

Happy to have **young people enterprise stalls** – rather than a flat fee for these, suggesting they can **make a donation** of their choosing at the end so that if they don't make much for

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any reason they don't lose out. **Flat fee for all other stallholders** – was £20 + raffle donation request last year.

### External stallholders that have requested to attend:

Ceri/ Brwyn Bond – craft items and chocolate things – raising for Kenya expedition

Toby/ Catherine Vanderson – Christmas cards, photography etc – raising for Peru expedition

Alex & Hannah R – chilli jam and cakes

Angela Breakwell – children's pocket money toys etc

Helen Hawkes – honey

### PTA Stalls we'd like to run/ have run by classes if they choose:

**Children's Tombola** – Sue to man

#### **Bottle Tombola**

**Human Fruit Machine** – possibly on the stage as a centrepiece

**Photobooth** setup – request for props etc

**Reindeer food** – ensure this is eco-friendly and advertised as such – NO glitter, leaves and holepunches, oats, herbs, petals etc.

#### **Polar Bear for long straw/ short straw**

**Refreshments** – to be kept really simple – tea/ coffee/ squash/ warm spiced apple juice. Possibly request cake donations from parents. No mince pies as not popular last year but possibly shortbread and/or gingerbread as being more child-friendly too. S'mores were suggested but fiddly to create at scale.

Sale of **Raffle Tickets** – plan to draw this on December 12<sup>th</sup> possibly combined with a Treat Friday – can be done in the hall if poor weather. Tickets can also be available for sale at the Christmas Plays.

Facepainting – only concern being short event window and how long this takes to do/ long queues and disappointed children. Is it possible to do **glitter tattoos** or stamps to speed this up?

### Other stalls to invite:

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Pinks – previous supporters so should be asked if they wish to do a wreath stall – if not can ask Rhoda's contact if they would be interested.

Personalised stall and 'Sweets & Treats by Victoria' – attended last year and were very popular.

Once the stalls have been confirmed we can request help with creating decorations/ signs etc and have a better idea of number of volunteers required as well as what prizes we may need to provide. Non Uniform day was very successful re toy and bottle donations for the tombolas.

### Other things which were discussed:

- 14<sup>th</sup> November – Non-school-uniform day – donations for the Christmas Shop which will be held on the 12<sup>th</sup> December.
- Dan waiting to hear back re laptops – possibly difficulty with data wiping.
- **Art & DT Room progress** – hoping to be completed by Christmas. Partially funded through the TEF. Once the flooring has been laid the fixtures requirements can be firmed up and then costed for PTA to hopefully cover.
- **Shed possibilities for Opal storage** – quote received from Earlswood Garden Centre. Mrs Bamford to look at potential locations and if a concrete base were required, what the costing for this may be.
- **Uplifted puppets confirmed to visit school on the 16<sup>th</sup> December** – probably 2-2.40pm TBC. One puppet to hand out wrapped selection boxes. Currently cheapest option is B&M @ £1.29, Haribo versions are 99p. Did look at reindeers etc to minimise wrapping but costs are all very high this year.
- **Wreath workshop** – needs to be pushed to encourage more bookings – possibly **advertise on the Village WhatsApp group** via Hannah R. Need to provide flyer/ photo of the expected wreath etc for sharing.
- After Christmas events but possibly in the **lull before Easter, a Quiz night**. Previously been held in the village hall, fish and chip supper provided (The sisters fish & chip truck may be a possibility). Mrs Dickin was quizmaster in previous years so could contact her for advice.

### Upcoming Events that will require volunteers:

- Fri 24<sup>th</sup> November 2025 – 'Tanworth Tinseltown' Christmas Fair – setup from 1.15pm – event runs 3.15-5pm (tidy up 5-6pm)
- Tues 3<sup>rd</sup> December 2025 – Reception Christmas play – starts 9am
- Wed 4<sup>th</sup> December 2025 – Reception Christmas play – starts 1pm
- Tues 9<sup>th</sup> December 2025 – KS1 Christmas play – starts 1pm
- Wed 10<sup>th</sup> December 2025 – KS1 Christmas play – starts 9am

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- Fri 12<sup>th</sup> December 2025 – Christmas Shop – 9am onwards
- Wed 17<sup>th</sup> December 2025 – KS2 Carol Concert at the Church – starts 6pm – PTA usually doesn't arrange refreshments for this one so might not be needed?
- Fri 19<sup>th</sup> December 2025 – End of Term Service led by Year 3

Next meeting date - TBC.