

St Michael's CE School PTA meeting

13.11.09 9.30am

Present

Kate Hanke, Chris Somerville, Jess Padgett, Sharon Freemaire, Rachel Edwards, Gwen Lee. Ruth Crofton-Briggs, Leema Erban, Klaudia Swenck (co-secretary), Saika Sahmed, Sheba Cooper-Khaliq, Mary Zacaroli, Dorothee Maiden, Ann Pearsall, Emily Greig, Heather Clarke, Sue Grundy (Headteacher), Helen Hewlett (co-secretary).

Apologies: Michelle Allan (Treasurer)

1. Arrangements for the Christmas Fair

Ruth provided us with a list of previous stalls to structure the discussion.

Task	Action	Person
Tombola	Run on the day	Kate Hanke and Chris Somerville
Storytelling	Ask Dave Leal to do it again	Helen Hewlett
Café	Run on the Day	Emily Greig Mary Zacaroli Helen Alexander
Father Christmas	Ged Taylor to be asked Jack's granddad (Donald's Dad) was also suggested	Mary Zacaroli
Grotto	Set up on Friday	Mary Zacaroli, Gwen Lee
Grotto	Run it on the Day	Dee Taylor and Sheba Khaliq
Elves	Year 6	Sue Grundy
Father Christmas presents	Need to be ordered (unisex) Check PTA shed	Gwen Lee Ruth Croft-Briggs
Equipment for Grotto	Gazebo with sides	Ruth Crofton-Briggs to ask Tracey Harrison (YR3)
Father Christmas' robes	Locate, ask pre-school	Jess Padgett
Raffle prizes	Co-ordinate efforts	Kate Hanke
Raffle tickets	Purchase cloak room tickets	Rachel Edwards
Raffle prizes letter to donors	Printed on headed paper and put on carousel in front lobby	Gwen Lee
Raffle prizes from parents	Note in next newsletter	Sue Grundy
Raffle voucher prizes		Ruth Crofton-Briggs
Raffle	Sell on the day	Rachel Edwards, Leema Erban, Saika
Hampers	Co-ordinate and prepare	Emily Greig
Boxes: hampers, bric-a-brac	Fruit boxes from Narelle	Emily Greig
Hampers	Lists for each class	Klaudia Swenck
Letter to parents re Xmas Fair	Help on Friday 4.12 after school. Sticker maker - Cellar Bric-a-brac Handbags and jewellery Uniform Hamper contents Ribbon for reindeer dust Baking for café Fairy lights and tinsel	Klaudia Swenck
Class lists	Call for volunteers for stalls	Klaudia Swenck

Bric-a-brac	Sort on Friday	Sharon and Jess
Bric-a-brac	Run stall on Saturday	Sharon and Jess
Craft Room – Fabric Bags	Make up examples	Sarah Ali
Craft Room – Badge Maker	Source machine Provide badges	Ruth Crofton-Briggs Sue Grundy
Craft Room – purchases	To go with Xmas present order	Give orders to Gwen Lee asap
Craft Room – sticker maker	Request loan of sticker maker	Leema Erban
Craft Room – staff	Run the activities on the day	Sarah Ali, Leema Erban, Klaudia Swenck, Sarah Ali
Craft Room	Devise activity for younger ones	
Selling stalls – Ann’s Hats		Ann Pearsall
Selling stalls – Coralie Prince		Coralie Prince YR3
Selling stalls – Reindeer Dust		Jess Padgett
Selling stall – Handbags and Jewellery		Kelly Homer TBC
Publicity	Design poster Print out poster Advertise	Mary Zacaroli Ruth Crofton-Briggs Mary Zacaroli
Entrance Desk	Take entrance money	Trevor and Jill (Gwen to ask)
Lucky Dip		Heather Dalitz
Face painting		Ruth, Jill and Emma
Year 6 games		Sue Grundy
Money	Floats and banking	Michelle Allan

Teams

Each person who is co-ordinating an element of the fair to organise their own team of helpers;

Tombola	Kate Hanke
Bric-a-brac	Sharon Freemire
Craft Room	Sarah Ali/Klaudia Swenck
Café	Emily Greig
Santa’s Grotto: set up	Gwen Lee, Mary Zacaroli
Santa’s Grotto: running on Sat	Dee Taylor, Sheba
Raffle	Kate Hanke
Hampers	Emily Greig

Locations

Café Y3
Cloak room – after the entrance desk
Selling stalls - ?
Grotto – new staff room
Storytelling - ?

Other issues

Search for part of a gazebo, in a box, used last year belonging to Mary Zacaroli
People not assigned to a particular area can be floating helpers.

AOB

Gwen to organise sale of Christmas puddings through the school as last year

Date of Next Meeting

Friday 4 December 9.30 after sharing