

PTA Meeting Notes — 4th November 2025

Attendees

- Stefi (Year 1 mum) – attending as *Mrs Claus* for Year 1 stall.
 - Year group reps
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Fair Updates by Year Group

Reception

Location: Happy Hub

Theme: Grotto

Activities & Setup

- Santa & Mrs Claus in attendance (parents from the class).
- £6–7 charge for 30-minute sessions (15 kids per session).
- Each child receives a gift (book/colouring book).
- Cookie decorating – *Hannah's mum to bake cookies*.
- Story time by Mrs Claus.
- Room to be decorated.

Actions

- Booking via ParentPay — *Mrs Poulter* to set up and include option for non-Holy Trinity children.
 - Elf helpers needed — teachers preferred (DBS checked).
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Year 1

Activity: Lucky Dip

Details

- Requesting donations for toys to wrap - need lots!
 - Need to get bins off Karen
 - Need to source stuffing for bins and wrapping paper
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Year 2

Activity: Food Stall

Details

- Food supplied by school caterers.
 - May need to source rolls externally — *Mrs Poulter to confirm.*
 - Require condiments and napkins (in PTA shed).
 - Turkey to be cooked on Friday; sausages on the morning of the fair.
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Year 3

Activity: Bottle Tombola

Details

- Bottle donations collected on Mufti Day (Friday).
 - Raffle tickets required (2 books by school office).
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Year 4

Activity: Secrets Room

Details

- Gift donations collected via school office.
- Whole school reminders for donations.
- Gifts banded by price and recipient.
- Helpers to assist children with wrapping.
- Wrapping paper available in PTA shed.

Needs

- Tape and scissors.
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Year 5

Activity: Sweet Tombola

Details

- Use sweets left over from summer fair (reduce packet sizes).
 - Raffle tickets required.
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Year 6

Activities & Ideas

- No bouncy castle.
- Waffle and crepe stand (made fresh).

- Slime making activity.
 - Soft toy stall.
 - Possible Year 6 raffle (prize idea: trip for four to NYC).
 - Grinch-themed photo booth — TBC on charging.
 - Chocolate tombola.
 - Classroom to be decorated in Grinch theme.
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Other Fair Elements

- **Library:** Blow-up globe for *Winter Wonderland* photos — honesty box donations.
- **Pre-school:** Need plan for activity (TBC).
- **Decorations:** Borrow additional decorations; ask *Hillier* for Christmas tree (if not available, *Crown Estate* as backup).
- **Choir:** Check with *Mrs Walbank* if performance confirmed.
- **Access:**
 - Friday before fair: access from 3:30pm (general), 4:30pm for hall.
- **Helpers:** Needed for tidy-up after event.
- **Candy floss:** In the hall.
- **Risk assessment:** *Jenny* to complete.
- **Bar:** Governors to run; check with church re: special glasses.
- **Tokens/Card Machines:** *Chrisy* to oversee.

- Machines: canteen, entrance (x2), waffles.
 - **Token sales:** Sell during week of fair — poll to confirm volunteers.
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Hall Layout

- **Food:** Near canteen.
 - **Seating:** Increase available areas.
 - **Entrance:** Guests enter via Year 3 entrance (with Sweet Tombola).
 - **Secrets Room:** Year 4 classroom.
 - **Year 6:** In Year 5 classroom (*Hannah* checking if waffles can also be there).
 - **Pre-school:** Corridor.
 - **All others:** In hall.
 - **Floor Plan:** *Gemma* to design, with a treasure hunt on the back (find letters to spell a festive word).
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AOB / Reminders

Whole-school message: Request for donations:

- Secrets Room gifts
- Lucky Dip items
- Teddies
- Cakes

Upcoming Dates

- Y5 Bake Sale – *14th Nov*
- Bags to School – *12th Nov*
- Film Night – *11th Dec*