

# PTA Meeting Minutes – Christmas Fair Planning

**Date:** 14th October

**Main Topic:** Planning for the Christmas Fair (pre-half term actions)

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## 1. Overview

Inga presented their themed proposal for the Christmas Fair. The committee agreed to run a smaller, simplified version due to limited time and budget, with some of the original elements retained.

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## 2. Layout and Access

- Create a map and visitor guide for the fair to ensure guests visit all key areas.
    - Visitors will pay at the entrance and receive a map.
    - The map will also include:
      - Stalls and activities
      - Food options and costs
      - Timings for performances (e.g., choir)
      - Raffle and hamper information
  - Fair will be restricted to **half the school** due to cleaning requirements (Mrs Hill to reset afterwards).
  - Rooms to be used: **Happy Hub, Years 2, 3, 4, and 5 classrooms.**
  - **Reception and Year 6** classrooms not included due to location.
  - Access to set up on Friday evening before the fair.
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### 3. Timing

- **Fair Date:** 22nd November
  - **Time:** 12:00–3:00 PM
    - Keeps lunchtime available for food service.
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### 4. Theme and Decorations

- **General Theme:** Festive, fun, and accessible - low cost to the PTA
  - **Happy Hub:** “Grinch Room” or similar festive twist.
    - Incorporate Santa’s Grotto with Mrs Claus (Lynn from last year, Hannah to confirm availability).
    - Include letter writing with Mrs Claus and possibly a movie projection on the wall.
  - **Decorations:**
    - Explore spending on new decorations if budget allows.
    - Inga to contact local companies and garden centres for donations.
    - Longacres offers a **15% PTA discount**.
    - Post on Sunningdale Facebook group to request donations.
      - Need to confirm who is going to take on this role?
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### 5. Attractions & Activities

- **Blow-up Snow Globe:**
  - Already booked and paid for.
  - Consider “Grinching it up.”

- Decision pending on charging for photos. Options:
  - iPad with clicker for self-taken photos (emailed to guests)
  - Instant printer for printed copies
- Need to confirm:
  - Who is manning install/delivery
  - Who is looking into the photo options?
- **Snow Machines:** Boo to investigate.
- **Year 6 involvement:**
  - Students can run multiple stalls and choose which room to use.

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## 6. Stalls & Donations

- Each class to manage a stall and provide hamper donations:

| Year      | Stall          | Hamper Theme |
|-----------|----------------|--------------|
| Reception | Xmas room      | ?            |
| 1         | Lucky Dip      | Gold         |
| 2         | Food           | Green        |
| 3         | Bottle Tombola | White        |
| 4         | Secrets Room   | Orange       |
| 5         | Sweet Tombola  | Blue         |
| 6         | TBC            | Black        |

- **Present Room & Lucky Dip:** Request donations of new/nearly new items (varied age ranges).
    - Class reps to message their groups and organise donations to be brought into the school
  - **Reminders:** Send before half term for class donations for hampers and stalls as well as stall sign-ups.
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## 7. Fundraising & Prizes

- **Raffle:**
    - **Top Prize:** iPad
    - **Each class rep to ask for parent donations.** This may be an experience or physical item
    - More communication needed around raffle purpose and prizes.
    - Lizzie to order the raffle tickets - will keep to 'star prize - iPad, plus luxury hampers.'
  - **No auction** this year.
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## 8. Actions Before Half Term

| Task                                                      | Owner         |
|-----------------------------------------------------------|---------------|
| Confirm fair layout and create event map                  | Inga & Gemma  |
| Confirm Lynn's availability as Mrs Claus                  | Hannah        |
| Source decorations (companies, Longacres, Facebook group) | Inga/everyone |
| Design and print fair map and signage                     | TBC           |
| Confirm snow globe logistics (staffing, charging)         | TBC           |
| Look into snow machines                                   | Boo           |

|                                                          |                |
|----------------------------------------------------------|----------------|
| Set up class stall communications and donation reminders | All Class Reps |
| Raffle communications (purpose, prizes)                  | All Class Reps |
| Put up boards at Breconridge before half term            | Jenny          |

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## 9. AOB

- **AOB:**
  - PTA to run a stall at the Sunningdale Light Switch-On (free to attend/be involved).
  - Made £300 last year on the sweet tombola—repeat this?
  - Let Hannah know if you can help.
- **Ascot Tickets (x30)** available for this weekend - if you would like to go, please get in contact with Hannah.
- Lizzie to apply for the TENS alcohol license for the fair
- Year 6 also running bake sale on Friday 17th. We will also be running Halloween costume, and uniform sale on the same friday.