

Thanks for being patient for receiving these notes from the session on 6th Nov. Also, thank for enduring a poor Zoom experience!! Next time if it needs to be virtual it will be on Teams arranged by the school!

Minutes:

Zoom 6th Nov 8pm -10pm, Apologies: Janice, Chris, Debbie and Lianne

1. Confirmation of Stalls by year group

Year Group	Hamper Colour	Christmas Stall	Class Reps	Needs	Provisional Location TB	Paid (External)	Risk Assessment received	Insurance seen
Reception	Red	Hairbraiding Elf doors and Letters to Santa	Hannah & Gemma		Group Area			
1	Silver	Santa's Grotto, Decor	Wendy & Chris		Happy Hub			
2	Purple	Bottle Tombola & lucky dip	Vanessa & Erica		Year 5 Class Room			
3	Gold	Entrance & Sweet Tombola	Sammy & Janice		Year 3 as entrance			
4	White	Food (Hot and cold food, plus soft drinks)	Valerie & Jo		Main Hall			
5	Green	Secrets Room , Bauble Bobbing	Lianne & Paula		Year 2			
6	Blue	Glitter tattoos, Name the teddy& Guess no. of sweets , Choc tombola, Curling racing, friendship bracelets	Seona		Y4 Classroom			
"Dads"	NA	Bar	Paula / Peter Grover		Main Hall			
Teachers	NA	Tea/ Coffee/ Hot Chocolate/ Cakes /Mince Pies	Miss Harding & Mrs Poulter		Main Hall			
John McCann	1	John Cann Magician	Yes - External, Outside	Staff parking, Exit at 1:15	Outside	N/A		
Susan and Nick Veer (Toys)	2	Mayfair Toys	Yes, External Stall - Inside	1 table, 2 chairs	School Hall	Paid		
Iffat Ramdhan (Baker)	3	Baker	Yes, External Stall - Inside	1 table, 2 chairs	School Hall	Paid		
Pooja Pabari	4	Sensuous (Wax melts and fragrances)	Yes, External Stall - Inside	1 table, 2 chairs	School Hall	Paid		
	5	hairandnails@normail.co.uk	Yes, External Stall - Inside		School Hall			
Gina Bond	6	Gina Stalls (High Striker)	Yes - External, Outside	2 outside space, yes for power	Outside, she needs her Van	Paid	Yes	Yes
Charlie Beach	7	Fairground mini rides	Yes - External, Outside	2 - roasted chestnuts and tea-cup	Outside		Yes	Yes
Carol Brown	8	Carol Brown Skincare	Yes, External Stall - Inside	1 Table, chair, no power	School Hall	Paid		
Patricia Watts	9	Author	Yes, External Stall - Inside	follow up required	School Hall			
Sharon Thompson	10	Sunningdale Pre-school	Yes, Inside		School Hall			
Sharon Murray	11	Midnight crafts	Yes, External Stall - Inside	follow up required	School Hall			
Charlotte Harris	12	Affordable toys	Yes, External Stall - Inside	follow up required	School Hall			

2. Sarah confirmed that amount raised: £3.2k since September 2023 (see below)
3. Discussion around location and flow of event to be confirmed with entrance from Spiritual garden or inside based on weather
4. **Class reps** to send comms on Hampers and Stall cover using relevant apps.
5. **Class reps** to ask teachers to get the kids to make the eye-catching signs for the stalls
6. **Class reps** to also collect Christmas Decorations, baubles alongside unboxed unwanted gifts. **Paula** to post in proforma for class reps to use on whatsapp
7. Year 5 Bake Sale Friday 10th November - Uniform to be sold too? **Lianne**
8. Discussion on Reception and KS1 wanting some 2nd hand uniform. **Lianne** to initiate.
9. Decor team wanted to come budget for decor - PTA committee agreed this is acceptable.
 - a. Wendy raised concern on reindeer hotchoc parcels – she needs to more hands to assist; **Wendy** to liaise with Lizzie in decor team to align asks
 - b. All stalls were discussed and confirmed.
10. External stalls almost fully confirmed. Extra risks assessment and Liability insurance to be forwarded to Mrs Poulter - **Jyotika and Ingrid**
11. Bar - "The Dads" will donate the Prosecco, Mulled Wine Beer and is in hand and will be located in the Main Hall
12. Food - Y4 asked to sell other items including softdrinks, shortbread, snack - all agreed this is fine
13. Tea & Cakes - Teachers need an Urn - **Jyotika and Ingrid** to source and buy. Teachers will sell cakes/mince pies on this stand
14. Payment: agreed that tokens and card most optimal.
 - a. **Vanessa** to confirm no. tokens to Sarah asap. *1596 tokens confirmed*
 - b. **Sarah** to order tokens and 2 more hands-free card readers
 - c. Comms to be send w/c 13th Nov to pre-order tokens for fair to avoid long queues

- d. Tokens and unused raffle tickets to be sold at the entrance.
 - e. **Sarah** will manage the stall tally on the day.
 - f. Food and Bar will need the card readers.
 - g. The Christmas poster available and distributed for advertising (**J&I**)
15. Wreaths: Amanda Southgate desperately needs volunteers. She's awaiting to take delivery from sources before taking cuttings.
 16. Flow of stalls and position to be confirmed. PTA session to be arranged F2F to finalise this **Jyotika** to send poll on availability for w/c 13th Nov.
 17. Prep & Wash up - **all PTA** present committed to being available for Friday prep. Saturday am prep - Seona will delegate to other Y6 helpers. All present on the call also committed to volunteer for the tidy up post the event on Saturday only (Thank you!!)
 - a. Decor (Decor team)),
 - b. Bottle tombola raffle sticking (**Y2**)
 - c. Sweet tombola assembly & raffle sticking (**Y3**)
 - d. Raffle prize logging (**J&I**)
 - e. Reindeer hotchoc cone making.
 - f. Church table collection
 - g. Table assembly and stall signage
 18. Tombola raffle tickets to be checked in the shed (**Jyotika**) and then ordered **Sarah**
 19. Main raffle tickets to be issued in pupils' bags Friday 10th Nov (**Debbie**)
 20. Final push for raffle donation prizes -- **Class reps** to check spreadsheet "DONations" tab [PTA Communication Schedule 2324.xlsx - Microsoft Excel Online \(live.com\)](#)

Points not discussed but follow up actions from previous or offline discussions:

1. **Miss Harding** to confirm specs for iPads for classrooms
2. Discussion on Osborne Heath considering to provide sports kits for intra-school matches for year groups. They want to be associated with sporting support for schools. Jyotika catching up with them in Dec. **Miss Harding** to provide details of school asks
3. **Mrs Poulter** to generate quote for Daily Mile Track
4. Happy hub requires some hooks to be pinned on the ceiling for grotto decor and future decor - confirm if this is OK. **Miss Harding**
5. PTA shed replacement - confirm urgency of replacement **Mrs Poulter**
6. Polytunnel update: attempt to erect first PT was unsuccessful - full refund obtained. **Claire Patel/Ingrid** to ensure there is long term or life time guarantee on secondary purchase

Details of money raised from September

	£
GoFundMe	1,131 (Savan)
Cake Sale	155
Harvest Festival	277
Bags2School	451
Mufti	304
Uniform Sales	280
Summer Fair / Sunningdale Fair	166
My Child's Art	131
Christmas Fair	115
Lottery	78
Donations, Standing Orders etc	68
	3,155