

## PENS MEADOW HOME AND SCHOOL ASSOCIATION

(Registered Charity No 507259)

### Minutes of Meeting at 2pm on Friday 11<sup>th</sup> October 2019 at Post 16

1. Attendance: Emma Keefe, Kerrie Mason, Lee Mason, Ann Pearson, Wayne Pearson, Linda Crockett
2. Apologies: Sally Cartwright, Denise Emery, Clair Lester, Eve Oakley
3. Date of the Christmas Fair:  
All agreed that the Fair should be from 12-3pm on Saturday 30<sup>th</sup> of November at Ridge Hill. This is less likely to have to compete with other Christmas Fairs etc as it is early, and won't clash with the Staff Christmas Meal
4. Advertising:
  - Sally to do leaflets to go in staff rooms and reception areas at both sites, on Parents Voice Facebook page, School internet and Facebook page and into Home School Diaries; Linda to take some to Kids Orchard, Coppice Lodge, local libraries; Old Park; Wayne to take some to local supermarkets (Asda, Sainsbury's Tesco). Post 16 and Blue to distribute on walks? Large poster at Ridge Hill and on purchased Banner at Post 16,
  - Leaflets to contain information on venue, date and time, telephone number and attractions: Santa in his grotto, photo with Santa, Bouncy Castle and Soft Play, Refreshments, Stalls, Raffle for Hampers, Tombola
5. Entrance Fee: 50p on the door. Tickets for Santa: £2.50 to be sold at entrance by Lauren. (Tickets to be designed by students/children if possible, or Admin?)
6. Raffle: printed tickets for hampers (and possible prizes?) designed and printed by Admin
  - Application form at the foot of information leaflets (GDPR) to be returned to Admin for tickets at £1 each on sale the week before, during and the week after the Christmas Fair, (draw on Friday 6<sup>th</sup> December?). Request for donations to hampers and/or prizes to be included.
  - 2 hampers: 1 for adults and 1 for children to be made by Emma.
  - Any raffle prizes to be wrapped if needed at Wrapping Party, and stored in HSA shed
7. Tombola:
  - Denise to ask for possible prizes at Waitrose as she works there. Other supermarkets to be approached too - Wayne to take donation letter along with leaflets.
  - 'Wrapping Party' tba at Post 16 asap after the Breakfast Celebration (which is at 9.30 on Wednesday 6<sup>th</sup> November). All help welcomed!
  - Tombola prizes in Christmassy cellophane to have raffle ticket numbers ending in 0 or 5 stuck on and all raffle ticket stubs to be put into bucket ready for the morning of the Fair.
  - Both prizes and bucket to be stored in HSA shed till the day before the Fair.
  - Maggie to have charge of raffle tickets to be sold on the day with prizes on display in Reception
8. Bouncy Castle & Soft Play
  - Booked for £100; to arrive about 9.30am for use from 12-3pm and cleared by 3.30pm
  - Tickets 50p at Gym door to be sold by Wayne (to be relieved at intervals)
  - Staff on flexible rota to supervise inside Gym.
9. Santa and Grotto

- Grotto to be in the same 'little room' as last year, decorated by the Masons with a Christmas fireplace theme, with Christmas music and possibly Christmas lights (battery operated for health & safety)
  - Santa (in suit purchased last year) to be in the grotto from 12.30-2.30 with breaks
  - Kerrie to be Santa's Elf
  - Mrs Claus (Sue?) to take each ticket and photo with Santa – camera to have memory stick fitted to save photos
  - Present from Santa to be small selection box (from cheap outlet) wrapped in Christmas paper (at Wrapping Party).
10. Cotton wool snowballs
- to be purchased and put in a bucket for 'snowballing' grotto door with calls to Santa to open it and continued on his appearance. Also possibly 'snowballing' Begal Bear?
11. Begal Bear
- in costume with Christmas hat, tinsel etc. to wander around hall
  - Morgan from Post 16 to be asked if he'd like to play the part
  - Sue to collect him if he's willing to do it (he's over 18 so no escort problems)
12. Stalls to be in the hall (and possibly a classroom if manned by staff eg Val?)
- Fee of £10 per stall but free in-house
  - We Love Carers have applied; Jan Leyshan usually has a stall and Claire Powers may want one for her Aloe Vera products.
  - Val may do a stall/activity with staff, possibly in a classroom
  - Face painting by Alice Lane in the hall
  - 'Name the Christmas Bear' for £1 a go with 50 names to choose from; to be run by Ann Pearson on a table in the hall.
  - Notice asking if any class wants a stall at the Fair will be read out at Briefing Meetings at both sites
13. Refreshments to be sold in the Food Technology room
- Food Hygiene certificates to be displayed
  - Mrs Claus's cookies possibly sold during an interval for Santa? About 1.30-2pm?
  - Sally to order and buy burgers and sausages from her butcher, ingredients listed
  - Linda to order and buy 80 each of baps and rolls from Wheatmeal
  - Sally and Linden to sell hot dogs and burger baps, including some vegetarian/vegan
  - Post 16 to be asked if they will do mulled wine and mince pies (very popular)
  - Cans of cola, lemonade etc, to be purchased from bargain outlet
  - Tea, coffee, squash, cans & biscuits on sale from behind side barrier of tables-by Linda?
14. Any Other Business: Evening with Emily made £798. Thanks in-house + letter to (free) venue
- Meeting closed at 3pm