

Minutes of HI Park Primary PTFA meeting, November 25th, 2024 via Teams

1. In attendance:

Nikos Papageorgiou, Lisa Moule, Jenny Blakesley, Kim Cole, Jonathan Newman, Zoe Masey, Lydia McNeeny, Leanne Wiltshire, Shaked Nir, Amy Cowan, Lisa Hart

2. Apologies

Laura Green, Marion Moulder, Kate

3. Minutes from last meeting

Circulated, no issues

4. Christmas Fair

Stalls:

Raffle, Cakes & Snacks, Drinks, No outside stalls (perhaps for the summer fair)

No donation buckets/kids in elf costumes

No Tea Towels (sold separately via SumUp store - organise after the fair)

Schedule:

Doors Open - 15:40

Dance group - 16:00

Choir - 16:30

Raffle winners - 17:15

Food Stall:

Cakes (Large £1, Small £0.5), Crisps (GF), Sausage rolls

Drinks:

Tea, coffee £1, (Vegan) Hot Chocolate £1.5, squash 20p, jukebox 50p, marshmallows (free top up)

- No map necessary, just an overview of activities printed out
- Nikos to send pdfs of the prices for the office to print by Dec 2nd/3rd
- Nikos to Ask Kat for posters/decorations
- Adam to update last year's poster with new date/time
- Lydia to check PTFA cupboard for items we can use
- Mugs in shed - take out and clean before use
- Miss Moule to check where the boxes with the mugs we used last year are
- Kim to forward schedule of events to our groups/socials
- Leanne mentioned we have a box with Hot Chocolate powder that makes ~100 portions leftover from the fireworks stall
- Zoe to provide 20 floats on the day
- Activities priced at 20p and 50p
- Jenny/her husband, Dave/Leanne to keep the spreadsheet with the winners.

- Kim to pre-populate the spreadsheet with numbered prices.
- People announcing the winners to write the number of the prize on the winning ticket
- Keep an urn with cold water so people can cool down their hot chocolate
- Nikos to create volunteer slots and circulate
- Set up from 13:45 on the day
- Nikos to send quantities estimate to Miss Moule for food/drinks to get the order in
- Kim to organise book bundle sale/donation after the fair
- Raffle stall to be near the front, along the wall by the kitchen entrance
- people to fill out their own details on the raffle table (pens provided)
- If we have donations of alcohol, to bundle them up and add them to the raffle
- Leanne to host a ticket folding party on Dec 4th
- Unclaimed prizes to stay at the office for a while

5. AOB

- Website minutes outdated: Send updated info to Mr. Newman to update the PTFA page
- HI friends run need volunteers. Kim to ask them to send in information to be added on the community newsletter