

BIRDHAM SCHOOL FPTA
MEETING 3 – Mon 6th November 2017
Chaired by Antonia Carpenter

In attendance: Antonia Carpenter (Chair), Samantha Bacon (Vice Chair), Suzy North (Treasurer),
Fee Barnes (Charity Liaison Officer), Genea Pretorius, Gabbie Carter, Amy Chamberlain, Jill
Hembling, Hermione Pattison

Apologies for absence: Ashleigh Black, Jodie Jones, Katie Owen, Cheryl Partington, Natasha
Pretorius, Emma Wallace, Katie Wilson, Louise Williamson

AGENDA

1. Sparkle
2. Christmas Fayre
3. School Christmas lunch
4. AGM dates
5. AOB

1. SPARKLE

Tables

60 so far. 6 or 7 tables depending on HP/ACh/GP table.
Outstanding forms & payments –Jill Hembling x10

Table sponsorship

Confirmed:

Blue Spire, Fresh Invest, Puppy School, John Brown Architects, Parnell Homes, Nicholas Coppin – could each FPTA member involved with one of the above please ask for some company literature (leaflets/business cards) to put on the auction table.

Auction items

Confirmed items:

Boudoir photo session (Ash), Names picture (Jill), 121 dog training (Louise), Personalized bag (Hermione), Oil painting (Shazia), West Wittering carpark voucher, 6 month Westgate membership, Sent to Thrill goody box, Jewellery (Becky), Jewellery (Lucy), Marc Lewis ladies haircut & goodies.

AC

1. To thank sponsors by email, and request their payments. AC will ask for company logo and for a few lines about the companies. - **Done**
2. Collate info on auction prizes and email to Chris Bayliss (auctioneer on night)
3. Compile menu selections for Crouchers by Fri.
4. Pay in rest of monies
5. Crouchers Thurs 16th - take cheque for meals, see which tables placed where (1) to be near microphone, find out if we pay the DJ directly or them, bread rolls, check table set up for auction.
6. On night remember to take names picture for display.

AB

1. Make up the cards for the tables – A5 size with logos. Double sided. AC can laminate if needed.
2. Collect some raffle tickets from shed (to hand out when people arrive to exchange for fizz).
3. Accompany AC if possible to Crouchers.

HP

To chase up local clergy, teachers & other potential ticket buyers!! **Done**

CHRISTMAS FAYRE

Santa's Grotto – Emma, Ali, Tony Hembling

Construction – Ant & James will construct early on the morning of the fayre. As we can't use the library now, AC to check with MMcC if we could use the covered play area by red class. The cloakroom/blue class entrance is really too small. AC checked with MMcC who will make sure there are no issues with outdoor learning area. Awaiting confirmation.

JH to air out Santa's suit please.

AC has almost finished buying the presents. To be wrapped at the party.

Elf Workshop – Fee, Genea, Hermione, Kirri, Jill

GP has offered to do the glazing herself (thank you Genea), and has found a lady in Fishbourne with a kiln who will very kindly fire the products through her kiln for free. GP to put in an initial order for 40 each of baubles, Christmas trees and Tiles. If we do a letter about the workshop – or include in Christmas Fayre letter – then it may give us more of an idea as to how many to order.

We need some sponges cut into appropriate shapes. Enough for 5 tables.

GP/FB/HP to ensure we have products, sponges, paints & paint brushes.

We need plastic table coverings.

Ideally to go in Red Class as right by the grotto. AC awaiting confirmation from MMcC, but provisionally a yes.

Christmas Shop – Katie W, +1

Either in Blue or Orange class. KW has the bulk of the presents. AC has wrapping paper and sellotape. AC awaiting confirmation from MMcC, but provisionally a yes for Orange as could then use the back door towards Santa too.

Christmas Games – Amy, Sam, Gabbie, Kim

1. Lolly tree – SN has lollies. ACh to decorate stand – make sure still looks OK for plant sale.
2. Penguin racing – track in shed. Some penguins are working, SN has ordered more.
3. Chimney pots – in Fee's loft.
4. Pull the tinsel – Basically the longest piece wins. SB to make up.
5. GP to donate jar of Lego for guess the number of pieces. Lego to be the prize.

Goo – Jill's boys

JH to buy goo and make sure we have the appropriate buckets and creatures etc.

Lucky Dip – 4 x Y6

SN to shop for prize – about 160-180. Baker Ross won't know what's hit it! To be wrapped at the party.

Name the Teddy – Suzy

SN has teddy and will make up the names sheet.

Bottle Tombola – Mrs Farrell, Mr Flaxbeard

Cards are kept in office or staff room.

Teddy Tombola – Mrs Emery, Miss Napper

EW has volunteered to wash all the teddies in the shed. KO has a whole lot more (but clean). Need raffle tickets.

Raffle – Katie O, +3

AC to ask MMcC if it's OK for KO to run the raffle as she is officially working - Done

Prizes

Ben's Apron (FB), Russell's Hamper (LP confirmed), Harbour Way voucher, The Lamb meal voucher (**AB to chase**), Boat House tea, Scentsy (GC), Pilates 5wk course (GP), Cello/Piano lesson (EW), Coastal Living voucher, Washbag, Calligraphy kit, Marc Lewis men's grooming, Marc Lewis men's haircut

AC to ask Billy's for a voucher.

Number Run – Mr McCadden

AC to check with Mr McC that he is happy to do the sheet again - **Done**

Cakes – Ash, Natasha, +2

No hot drinks. Squash for kids. Cake donations.

HotDogs – James, Dave

AC/JC to buy sausages from Donnington butchers.

Rolls – best from Tesco or Sainsburys – need to order a week before.

Check ketchup and napkins.

Admin for Fayre

Christmas Tree

KO has confirmed that Nature's Way will send out w/c 27 Nov.

SB & GC to put up tree after school on the Thurs. All decs in boxes in the shed. Please check lights work beforehand.

Letter to School

AC to do the letter to parents 2nd week of November, with a reminder the week of the fayre.

GC to ask Red class teacher/TA – **done – both confirmed**

JH to ask Blue class teacher

EW to ask Green class teacher/TA

Poop!

AC to work out prices of choc raisins, marshmallows, white choc drops, smarties.

AC has labels from KO – need to print – and ribbon.

SN has ordered cellophane bags.

Prizes

Consolation for games and goo – we have lots.

Main prizes for games – choc selection packs plus others.

Mid level prizes – **SN** to order.

Floats

AC/SN to liaise.

Signage

HP to make large sign, using sails, to go above door going to library corridor – Santa's Grotto, Elf Workshop, Christmas Shop.

AC liaise with SN on prices for games etc, and make up signs as appropriate.

3. SCHOOL CHRISTMAS LUNCH

Fri 15 Dec. AC explained event to new parents. AC to ask for volunteers nearer the time.

4. AGM DATES

Potential dates are w/c 8th Jan or w/c 29th Jan. Need as many people as possible to be there with a minimum of 9 to constitute a quorum.

5. AOB

Christmas Wishes for charity.

Idea is for FPTA to make up something the kids can write on to hang on the tree. Each child then picks an item that they will bring in to donate (eg box of Christmas crackers, small toy, biscuits). The FPTA will then collect everything together and deliver to a shelter or children's charity. Fee to research charity and logistics. We can then present the idea to MMcC.

Festive table covers

Need some more disposable festive table covers as we're running very low – especially as we'll need them in the Elf Workshop too. Could people please research. Need to be cheap as we probably want to buy another 20. If anyone is in town, please check Poundland.

Once again, a big thank you for everyone's contributions. I know this is an incredibly busy time of year both for the FPTA, in terms of events, but also for you all individually. Your time and effort is very much appreciated. I couldn't do it without you girls!

Next meeting – FPTA Christmas wrap party.

Mon 27th November

*For present wrapping, chatting, nibbles & cocktails!
7pm at Antonia's.*