

**Alderman White School PTA Meeting Minutes
16th November 2017**

Present: Nicola Caley, Ann Sanders, Samantha Smith, Vicky Ricketts
Lisa Hornidge, Sam Clements, Karsten Stephan, Michelle Chambers

Item	Subject	Action
1	Apologies: Esther Fulton, Dorothee Bechtloff	
2	Feedback from last meeting	
3	<p>Christmas Fayre Exhibitors. Samantha explained 16 have confirmed and 3 possible:</p> <p>Picture Frames Glass Craft The Greedy Pig Sentiment Cards Animals and Crafts (possible) Handmade Soap Sweets and Crafts Leggy Reindeer Canvas and Photos Lucky Dip Bags Bunting and Kints Steepy Owl Bookshop Fudge Plants (possible) Hand-made Choclates Pottery</p> <p>Some have paid. Some cash has been taken. This will be put in the safe until Dorothee can bank.</p> <p>Food sellers – doughnut stall - commission based.</p>	<p>CAL to organise the caretakers.</p> <p>STE to put money paid already in the safe.</p> <p>Samantha to organise the external exhibitors.</p>
4	<p>Christmas Fayre School Exhibitors so far</p> <p>Play Your Cards Right Tombola Gaming Chicken or Egg stall Bottle game</p> <p>Hot dogs Mince pies Mulled wine. Esther – how many do we usually purchase and then sell? Candy Floss maker and chocolate fondu Tea and coffee Cakes</p> <p>Letterhead paper and lists from previous events are</p>	<p>CAL to see the base for helpers.</p> <p>Anne to organise and collect</p> <p>Lisa to organise</p> <p>Vicky to contact Maz for this</p>

	<p>needed. Maz has these.</p> <p>Spa vouchers needed for different raffle gift boxes.</p> <p>Stickers or stamps for those who pay on entry.</p> <p>Chocolate companies to be contacted for the tombola and raffle prizes.</p> <p>Discussion re the amount of performances and how that would work. Maybe the dancers could perform to a selection of elderly from the area.</p>	<p>info and to work with Lisa on the grid.</p> <p>CAL to advertise for volunteers.</p> <p>Lisa to make contact with Cadbury's World</p> <p>Samantha to organise with the different organisations in the area. CAL and STE to organise with students and staff in the school and a date.</p>
5	<p>Easy Giving Fundraising Idea discussed.</p> <p>Questions: How much does the company organise this? How does it work? Do the company do everything? What it need work from our PTA? What would that be? What percentage do we get? It was felt it was too soon a turn-around for Christmas.</p>	<p>Sue to answer the questions at the next meeting.</p>
6	<p>Barclays Account extra signature Vicky has agreed to do this.</p>	<p>Vicky to contact Dorothee to arrange the signature.</p>
7	<p>Coin Counter discussed. At the moment, we will see if counting with the helpers we will have.</p>	<p>DB</p>
8	<p>AOB Sam asked if we would like a FB PTA page</p> <p>Thank you to Ele for organising the Advertising</p> <p>Samantha has a number of other stall holders who can't attend this time but would like to be kept on the list.</p> <p>Prizes to be collected at reception.</p> <p>CAL raised the idea of the next event being the Chinese New Year fireworks event. Anne suggested contacting the university to ask about funding.</p>	<p>CAL to advertise in the newsletter.</p> <p>CAL to organise a separate email.</p> <p>Vicky to store in FRA's office.</p> <p>STE to contact the university.</p>
Date of the next meeting	<p>Next meeting 29th November will be final preparations and making up raffle prizes, etc.</p>	<p>All welcome!</p>