

Sutterton Fourfields PTFA meeting minutes – 15/11/23 7pm

Attendees –

Claire Sharpe
Stacey Talbot
Hannah Bartle
Louise Hamilton
Sarah Fisher
Chrystal Carter
Charlotte Wilson
Becky Moulding

Agenda –

Welcome new members of the PTFA

Discuss the upcoming Christmas Fayre and nativity performances and the organisation of this.

Minutes-

Claire welcomed Becky to the PTFA in the role of secretary.

Claire explained the meeting was to organise the upcoming Christmas fayre (Friday 1st December) and asked who would be available to help.

Claire asked if everyone was happy to keep the stalls similar to last year and went through a list of the stalls.

Discussions around the selling of alcohol vs hot choc/tea/coffee due to licensing.

Ideas shared around local businesses that may donate raffle/tombola prizes.

Discussion around how many bottles of Prime to buy- 80 bottles

Chrystal has ordered all of the calendar tabs for Children to make in school and then sell at the Christmas fayre.

Discussions around who will man which stall- Mrs Collett has agreed that Y6's are able to help and that some staff will also be present and able to assist.

Charlotte to volunteered to make a cake,

Discussions around who could be Santa – Hannah

Discussions regarding non uniform day – 24th November and what suitable donations could be requested for the tombola prizes. (chocolate, a bottle or gift)

Chrystal volunteered to make posters to promote the non-uniform donation day (24th November) and also the Christmas fayre and to send these on so that they would be posted on Class Dojo.

Chrystal asked anything that is bought people keep receipts and then can be reimbursed.

Claire also explained that the PTFA would be serving refreshments as per last year at the nativity performances and asked for anyone that would be available to help.

It was established that the decorations and equipment needed for the stalls was in the cupboard at the back of the hall.