



Date of meeting: Thursday 25th October 2018

minutes' number: 2.0

Attendance		Apologies	
Jo Boffey JB Kath Moore KM Pip Worwick PW Gail Bonney GB	Mel Longshaw ML Louise Jones LJ Claire Carter CC Jane Moore JM	Andrea Armitt AA Steph Morris SM	
Agenda item	Action	By Whom	
Minutes from previous meeting			
Agreed as a correct record	Email to parents Make copies available in school	PW	
Matters arising			
13.10.18 PW and JB have a meeting at the bank to open an account. This will be at Barclays in Congleton.			
The committee agreed to PW and JB being signatories on the account. JM to be added as a third signatory if required – see election below			
Financial return for 2016/17 and 2017/18 still need completing.	Complete this asap KM/JB	KM/JB	
Election of chair			
This was a carried forward agenda item from last meeting			
LJ nominated JM as chair – KM seconded KM nominated CC as vice chair LJ seconded.			
Film night – Wednesday 10th October			
This was a success and 36 children attended. Money is still at school and needs counting and receipts paying to JB.		Count money at school.	JB
Thank you to all who helped		Check receipts	PW
Dates for activities for children			
<u>Joint May Day and PFA family night</u> in the village hall – with hot dogs! A date has been set for Friday 16 th November 6:00pm.		Advertise on PFA FB page and school FB page	KM / PW
JB has contacted Claire Hocknell - Lausanne from the Egerton is running this event.			
We need parents to run a tuck shop and a raffle. Need to buy stock – can use any spare for the Christmas Fair.		JM tuck shop	JM
Raffle – on the night - Buy tickets for £1 a strip.		PW raffle	PW

<p>PFA would like to sell bingo tickets at school</p> <p><u>Christmas film night</u> – Thursday 13th December – show two Christmas films.</p>	<p>Check PFA cupboard for tickets</p> <p>Ask Claire Hocknell where to get tickets.</p> <p>Inform parents of date and info</p>	<p>JM</p> <p>PW</p>
<p>Christmas Fair</p> <p>Friday 30th November 3:30 - 6:00pm in school.</p> <p>Committee discussed how to light the path. Back-up generator KM</p> <p>Eco will make things to sell on a stall.</p> <p>Need to keep Merekats secure – no fair activities in class Mary and no access to toilets next to class Mary.</p> <p>Refreshments on sale in the hall – turkey baps with stuffing and cranberry sauce, cakes that have been donated, non-alcoholic mulled wine, tea and coffee, bags of popcorn.</p> <p>Christmas tree in the hall – on work top.</p> <p>Set up Santa in the old library. Santa to come down for anyone who can't access the steps.</p> <p>Ask parents to book a time slot with Santa.</p> <p>Craft stalls at the fair – to be advertised at £15 a stall on a first come first served basis. The committee discussed having around 4 craft stalls.</p> <p>Face painting and tattoos.</p> <p>Reindeer food on sale.</p> <p>A chocolate fountain was discussed – Merekats have a small one.</p> <p>The committee discussed the layout of the fair.</p>	<p>Talk to Rob Lomas about a generator.</p> <p>Make items</p> <p>Ensure Merekats staff aware</p> <p>Set up hall Sell food / drinks</p> <p>Prep food Clean kitchen</p> <p>Go to Astbury Garden Centre to ask for a donation of a tree – take HB and HG</p> <p>Decorate the grotto – look in the loft for decorations from last year</p> <p>Inform parents</p> <p>Advertise on FB and through Congleton chats back</p> <p>Ask Jayne Blythe</p> <p>Ask Miss Hall</p> <p>Ask if anyone has one we can use</p> <p>Sketch layout</p>	<p>JM to ask Mr Tickner to action this</p> <p>KM/SM/PW Eco</p> <p>LJ</p> <p>Need a refreshment team</p> <p>LJ LJ</p> <p>PW to ask Mrs Cameron or – LJ to ask for a tree.</p> <p>Ask Louise Shipton</p> <p>PW</p> <p>KM/PW</p> <p>PW</p> <p>PW</p> <p>PW</p> <p>School staff</p>

<p>Team of people needed to set up and tidy up.</p> <p>Donations of items for the fair</p> <p>Friday 9th Nov – non uniform day – bring £1 Friday 16th Nov – wear a Christmas tie – bring a bottle Friday 23rd Nov – wear Christmas socks – bring chocs Friday 30th Nov – wear Christmas jumper – bring cakes</p> <p>GB mentioned that some banks do match funding for fund raising events.</p> <p>Do brownies, rainbows and beavers want a stall or want to run a game?</p> <p>Play a Christmas CD on the playground at the end of the day 4:00 HG and HB make a speech and choir sing 5:00 choir sing</p> <p>Money needed for stalls / games – use cash from film night – put in labelled tubs as last year.</p> <p>Advertising the fair – asap Take posters to the tourist information office in town and any other places that people know.</p> <p>Asking businesses for donations for Raffle prizes</p> <p>Tickets to go to children to sell on Monday 19th November</p>	<p>Ask parents</p> <p>Inform parents / children.</p> <p>Ask Finley's mum</p> <p>Ask Justine Heathcote Ask Debra Marshall</p> <p>Set up music Ask HG/HB to write a speech Ask Hazel Douce if choir can sing</p> <p>Prepare tubs</p> <p>School children to make posters on Friday Copy posters and give to children to take home.</p> <p>Put posters up around Congleton – in shops / businesses etc</p> <p>Create event on PFA and school FB sites</p> <p>Write a letter on PFA headed paper</p> <p>Ask Mr Haggis if he can print the raffle tickets</p>	<p>All</p> <p>PW</p> <p>LJ</p> <p>LJ PW</p> <p>AA PW PW</p> <p>JB</p> <p>PW</p> <p>All</p> <p>PW/KM</p> <p>HB/HG GB to support</p> <p>LJ</p>
<p>Facebook account</p> <p>KM is now an administrator on this account.</p>	<p>Look into adding other administrators to add information.</p>	<p>KM</p>

<p>Additional financial support for the PFA / for school</p> <p>Padgbury Lane garage had a points card behind their till. If you fill up with fuel at the garage ask for your points to be put onto the Astbury Card.</p> <p>SM asked who had registered the card that has the points as the garage owners had asked her.</p> <p>Astbury Garden Centre give 'tokens' for every £10 you spend. You need to ask for the 'tokens' for Astbury School. Give your 'token' to the school office. KM collects from the school office and converts them into garden centre vouchers. The school have just converted 'tokens' into £100 garden centre voucher.</p>	<p>Ask for points Inform family and friends of this</p> <p>Check card registration</p> <p>Inform family and friends</p> <p>Advertise this more widely – create a flier to give out at the fair / advertise on FB</p>	<p>All All</p> <p>JM</p> <p>All</p> <p>PW/KM</p>
<p>What's App group</p> <p>Parents discussed having a What's App group to discuss PFA matters.</p>	<p>Create a group if required</p>	<p>Whoever has most contacts!</p>
<p>Date of next meeting</p> <p>Thursday 22nd November 7:30 at the Castle Inn – central to Congleton and Biddulph/Mow Cop.</p>	<p>Advertise the date</p>	<p>PW/KM</p>

These minutes are agreed as a correct record of the meeting held on Thursday 25th October 2018 in school. (To be agreed and signed at the next meeting)

Signed _____ Date: _____