

Hilltop Friends committee meeting 13th November 2019 (7.30pm to 9pm)

Committee Members Present: Ali (Chair), Rachel (Treasurer), Emma (Vice Chair), Sarah Hinchliffe, Shirley Clarke and Teresa

	Item	Actions
1.	Christmas Fair The fair will be located in Secret Garden, under the canopy and part of the playground. AM had drafted a stall plan with the following confirmed stalls with at least 2 people running each stall: • Hot chocolate (with add your own toppings) – Niki Bolton • Cakes/mince pies - Teresa • Second hand uniform – £1 per item. AM suggested a Yr 4 parent could run this stall. • Elfridges – EF. Items would be sold at £2 per item with an optional 50p charge if the customer wanted the item wrapped for them. It was decided that because every item would be different, it would be impossible to wrap them before the fair. EF to ask 2 teachers to help with the wrapping – possibly use Island? • Tombola • Usborne books (outside provider) • Blue button bears craft stall (outside provider) • Handmade in Windsor craft stall (outside provider) • Mulled wine - SC • Soft drinks/tea/coffee – AM to source pump action dispensers for ready made coffee/hot water for tea. NB looking into cups. • Tuck shop selling haribo/chocolates/crisps. AM to investigate selling Krispy Crème doughnuts (purchase at charity rate of 50p each and sell for £1) • Elf grotto – in the playhouse on the KS2 playground. The PTA discussed possible elves including Mr Morgan/Mr Butler/Mr Hickling (AM to ask Miss Bima) – the PTA agreed to finance the costumes. Children would be encouraged to post their letters in the Christmas postbox which would be next to the grotto. Visitors would also be encouraged to take photos to put on the Facebook page (run a photo competition?). Instead of a present, children would receive chocolate coins. • Craft stall run by Miss Wright's mum (outside provider) • Year 4 stall (TBC) • Craft stall – make your own santa keys/decorations • Possibly two further outside providers (TBC – RH checking) Each stallholder would be responsible for decorating their own tables. AM to purchase snow projector. School has agreed that we can use the wooden fencing from Team Woodland to create a Christmas market effect.	RH to source volunteer. EF to ask for teacher volunteers. AM to source hot drink dispensers. AM to contact Krispy Cremes AM to find elves RH to check AM to purchase projector.

	The PTA discussed the opportunity of purchasing ceramic Father Christmases from AM's contact but it proved too expensive/risky. The PTA discounted a raffle because of the work involved and the gambling implications (i.e. having to purchase pre-printed tickets and registering with Local Authority). The set up was discussed. It was agreed that because of the size of the tables, we would need x2 tables per stall. The area for the fair wouldn't be available until after the children had finished lunch. The following PTA members would be available to help set up on the day: AM – all day RH – all day SC – from 1pm EF – from 2pm Teresa – from 1.30pm The caretakers could possibly be asked to help with some of the set up. AM added that some of the teachers had volunteered to help (Miss Joy/Mrs McMann/Mrs Wheeler) Mufti day for Elfridges. Classes would be allocated items to bring into school in exchange for wearing mufti on 6th December: • Acorn – biscuits • Bluebell – ladies' smellies • Willow – mens' smellies • Meadow - stationery • Treetops/Castle – chocolates • Island – adult socks • Secret Garden – bottles (no smellies) • Ocean – candles RH to order the TENS. Advertising – it was agreed that this would be the key for a successful event. The PTA discussed ordering a banner that could be reused next year. RH to investigate. AM to draft flyer with dates for donations etc which will go out on Friday.	RH order TENS RH investigate banner/AM to draft flyer
2.	Books Every child in the school will receive a present of a gift wrapped book for Christmas on 18th December. EF to organise. AM has bought x3 £30 vouchers from Scholastic at a discounted rate of £25 each. This has been used to buy 90 books for Team Woodland. The teachers have all chosen books for the older years at a cost of £173.82 and the order is yet to be placed. RH suggested that the school buy the books to save on VAT. RH to discuss with Liz in finance.	RH to liaise with Liz Hitchens

3.	Wrapping paper For both Elfridges and the Christmas books. Miss Bima had suggested buying wrapping paper on black Friday to save on cost. EF to speak to Miss Bima as to which shop/online market place this refers to. There is still some wrapping paper in the cave but not enough for both events. EF to ask Laura Loveridge if she can source wrapping paper from Temptations.	EF to speak to Miss Bima and Laura.

Next PTA meeting – TBC