

SPSA Meeting 5th December 2023

Present: Sinead Andrews, Ami Thompson, Emily Lemaire, Sophie Fisher, Kayleigh Horne, Louise Judd, Garry Peasley, Lisa Faulkner

1. **Apologies** were received from Charlotte Metcalf and Harriet Chudry.
2. **Matters arising**
 - a. The date was incorrect.
 - b. 2d Details were sent to CAWN about giving to the SPSA.
 - c. 2f A Christmas tree had been purchased.
 - d. 4c vi The tombola has been fixed.
3. **Recruitment of a new chair**
 - a. Sinead has agreed to take on the role of Chair. She was proposed by Louise and seconded by Emily. All present agreed.
 - b. We now need to find a secretary. We will have a push and ask other committee members in the new year.
4. **Christmas fayre**
 - a. **Stalls**
 - i. water to wine – we still need more wine
 - ii. Raffle – a big thank you to Lisa for organising all the prizes. There are some really good ones this year. We will start the draw at 19:00. There will also be a lucky dip by the raffle at 50p a go.
 - iii. Willow classroom – Willow Class is doing a games room run organised by Mr Mies. There are 10 games and we have two adult volunteers so far.
 - iv. Maple classroom – Grotto (£2.50) run by Emily and Seren. Nicola Jeeves will set up. Garry's water and wine. Sam doing Tombola. Two stall holders.
 - v. Oak Class – £1 crafting with Charlotte. She has 3 helpers. Mrs Williams-Sharkey will be running a fun stall. Face painting £3 half / £4 full / £3 glitter tattoo. Red Cross charity stall. Maybe 2 stall holders.
 - vi. Hall – we need to speak to Christiana re. cakes. Café – all the refreshments have been purchased. Have enough help.
 - b. **General**
 - i. We have other offers of help to float around as needed. Mrs Humphris is also around to help.
 - ii. Tap to donate on the door for donations / café.
 - iii. Set-up: we can't begin setting up until 4pm.
 - iv. Basket idea was abandoned.
 - v. Kayleigh to get float tomorrow. We need tubs/lids to put them in.
 - vi. We have a big inflatable Santa to go outside the school.

vii. Thanks to Louise for organizing.

5. Christmas other

- a. We are awaiting the final amount raised through the Christmas cards.
- b. The hall was decorated on the 2nd December. Thank you to those who came and helped.

6. AOB

- a. People are happy to have their full names on the school website.
- b. Possibility of having a uniform sale on last the last day of term. Sally and Georgina currently have some of the uniform.
- c. Emily asked if any SPSA members can help at the Christmas lunch (19th) and Oak Class Play (12th @ 13:30 and 13th @ 6pm). We need to purchase crackers.

7. Dates of future meetings

Tuesday 16th January

Tuesday 6th February

All 8pm @ Red Lion