

SPSA Meeting 7th November 2023

Present: Sinead Andrews, Louise Judd, Kayleigh Horne, Emily Lemaire, Ami Thompson, Harriet Chudry, Cristina Moril (virtually), Lisa Faulkner. We welcomed new members Sophie Fisher and Charlotte Metcalf.

1. **Apologies** were received from Sam Ripley Jones, Garry Peasley, Christina Wraight, Lucy Brinicombe.
2. **Matters arising**
 - a. 7b (Christmas Fayre) Matter to be discussed later
 - b. 8a Mr Jeffries has said that he would like a gardener to tidy up the school grounds, and shades/sails for the playground.
 - c. 8b Mr Jeffries did not give a final response regarding raising money for an extension.
 - d. 8c The deadline was missed for the last CAWN. **Action:** Louise will send details of giving to CAWN for 20th this month.
 - e. 8d Garry has sent Sinead details of the SPSA email account.
 - f. 8g Garry has asked about the Christmas tree. **Action:** Louise will chase and take on.
3. **Recruitment of a new chair**

An advert went in the school newsletter but as of yet there has been no response. Maybe put in an application deadline? Something else in the newsletter?
4. **Christmas Fayre (Friday 8th December, 17:30 – 19:30)**
 - a. **Float** – Louise will sort the float. It was decided to be a cash only event this year. The float needs to be split up in advance.
 - b. **Café** – Ami has agreed to take responsibility for the café. We would like to serve tea, hot chocolate + toppings, and mulled wine. Ami and Charlotte will go to Bookers on the 17th November. We will also get vegan milk and marshmallows. To save on washing up we will get eco-friendly cardboard cups with lids. Louise will check on the amount of food/drink bought last year. We need to bring tea towels and a thermometer. Sinead will print her Food Hygiene certificate to be displayed. We also need to display ingredients for everything served. It all has to be nut free.
 - c. **Stalls**
 - i. A parent from Apple Tree has offered her services for free to face paint. Do we ask for donations of £3 per child?
 - ii. Willow Class will do games room organised by Mr Miles.
 - iii. Charlotte to organise something crafty. ?£1 to decorate biscuits.
 - iv. Grotto – Emily and Louise have sorted Santa. Ami to go to bookers to get selection boxes. Wrap in brown paper with Christmas stamps.
 - v. Water and wine – Garry to organise.

- vi. Tombola – Sam to ask for more donations – **Action:** Locate tombola and check its condition. Maybe also a brick-a-brack?
 - vii. Miss Williams-Sharkey to do silly games. Guess the combined age of the teachers, find letters around the school?
 - viii. 3 stall holders have confirmed, waiting on another 5 to reply. (Aren't coming until 4pm)
 - ix. ?a uniform sale.
 - x. ?SPSA stall
- d. **Staffing** Need one or two people just to sell raffle tickets all evening. Someone on the entrance welcoming people. Louise and Sinead to think about staffing.
- e. **Raffle** Louise is sorting the raffle. Should we ask if any parents have got any skills to donate? Each class to make up a hamper. Sophie has baskets.

5. Christmas other

- a. £100 has already been made on Christmas cards, the deadline is tomorrow (8th November). Send to Kayleigh tomorrow.
- b. Something to go in the newsletter asking for Christmas decorations for school. We have tree decorations. Do we need big decorations for the hall? Should they be blue and gold? Louise to ask Mr Jeffries about window decorations. The decorations need to be organised on the 1st December (or the weekend). Could the kids make paperchains or big baubles? Sophie to organise, with Kayleigh's help.

6. AOB

There was no AOB

7. Date of next meetings

Tuesday 5th December

Tuesday 16th January

Tuesday 6th February

All 8pm @ Red Lion