

**PTA meeting 27/10/23** – New Mill, Monkton Heathfield

**Attendees** – Michelle, Hayley, Claire, Jenna, Tracy, Jess, Kelly & Lisa L

**Apologies** – Holly, Lisa S & Natalie

- 1) **Christmas raffle/silent auction-** discussed raffle prizes received and left to chase up. **Allocated specific PTA members to chase up the business' that have said they'll donate to us but are yet to send anything.** Discussed the idea of doing a silent auction alongside our raffle with some of our bigger prizes. We decided that we would do sealed bids system on the day of the fayre. Will do the draw at 4 so hopefully all bidders will still be at the fayre to pay for their prize. Winners will have 48 hrs to pay otherwise prize will go to the next highest bid. Zettle links can be sent out to those who aren't at the fayre to make payment easier. **Must keep top 3 bids for each prize. Michelle to contact Exeter Chiefs about a potential prize.**
  
- 2) **Christmas fayre** – need to contact our list of volunteers to see how many are available to help us on the day. **Jess to contact volunteers, just need to check with the school re safeguarding courses.** Our list of stalls was discussed, and stalls allocated to the PTA members at the meeting. Discussed the grotto this year, we are going to do pre booking and time slots before the day so that it can run a bit more smoothly this year. Polly has offered to take professional photos of the families and Father Christmas. **Tracy to contact Polly and see how this would work.**
  
- 3) **Non uniform day (17<sup>th</sup> Nov) Tombola donations** -will do the same as last year, split all the school year groups into two halves and ask for bottle donations and sweet/chocolate donations. Donations to be collected from the children on the morning of the 17<sup>th</sup>. A table will be at each key stage gate with two PTA members to be present at each table. **Michelle/Lisa L reception, Tracy/Jenna KS1, Jess/Claire KS2.**
  
- 4) **Disco** – Discos are staying on Fridays. Christmas disco will have the original timings but moving forward to next year, the times will be earlier. Reception & KS1 will be 4.15-5.15, years 3&4 will be 5.30-6.30 and year 5&6 will be 6.45-7.45. No parents will be allowed to stay for any of the discos including reception. This is from immediate effect and will be in place for the Christmas disco. **Need to start advertising.**
  
- 5) **Food Business Registration** – We are now registered as a food business because of our weekly tuck shop.
  
- 6) **AOB** –
  - Discussed 2024 events wed like to do including Easter Bingo, a Quiz and Challenge 24.
  - PTA received a grant for £250 from Taunton Heritage Fund to put towards our sunshade fundraising.

**Next Meeting** – 17<sup>th</sup> November at New Mill

