

Friends of Cranford Park



Cranford Park
C of E Primary School
Cranford Park Drive
Yateley
Hampshire
GU46 6LB

Website: www.cranfordpark.hants.sch.uk

Minutes of AGM weds 4th Nov 2015

Agenda

1. Welcome
2. Apologies
3. Attendees
4. Minutes of previous meeting
5. Chairs report
6. AOB
7. Date of next meeting
8. ACTIONS

1	WELCOME HB welcomed everyone to the meeting and thanked them for their time
2	APOLOGIES No Apologies to be made
3	ATTENDEE'S (& abbreviations) Helen Buck (HB) Fee Taylor (FT) Nicola Guttridge (NG) Alex Mitchell (AM) Ellie Jallow Zania Balentine (ZB) Caroline Taylor (CT) Judith Johnson (JJ) Debbie Seaborn (DS) Janine Foulger (JF) Katie Payne (KP) Jo Kingston (JK) Mary Barrett (MB) Bex Clarkin (BC) Mr Collins (Mr C)
4	MINUTES Approved and signed by HB
5	CHAIRS REPORT Discussion of terms events, Starting with work party this Friday, main objective is to wrap gifts for secret Santa, Santa's grotto etc. GIFTS to be purchased by HB in time for Friday. JJ, MB, DS, volunteered to help. CT to leave table out (number TBC by HB). NG has tissue paper ready to go.

BC to bring her new waffle maker to work party so we can test timings etc.

LIONS XMAS FAIR – 28th Nov

Double pitch got by NG. Generator with 2 sockets got by NG.

Fresh waffles to be cooked and served fresh with a selection of syrups, dusting flavoured icing sugars (sugar shakers to be lent to us from ZB & others) & cream. Plates need to be bought as does ingredients for making waffle batter. Waffle batter to be made in advance.

Teddy tombola BC suggested naming the teddies and arranging alphabetically. Customer pulls the teddy's name out of the tombola. Bottle tombola for adult's only, lucky dip. DS to sort out 'snowman soup' in mugs for fair.

Volunteers TBC.

BISCUIT DECORATING – 30th nov.

AM to source ingredients. ZB, DS, Carol, MB, JJ & BC have all volunteered to help decorate in kid's kitchen on 30th. Sell in Yr 2 at Cranford fair.

CRANFORD XMAS FAIR – Tues 1st Dec

Mr C agreed to us using the Yr 6 classroom so we can sell tables to outside retailers. Agreed that max 5 outside sellers. Usual children's offerings. ZB to have a FREE table selling donated hand made goodies from parents, ALL proceeds to go to PTA.

Amanda Parker-Holes offered to be in the craft room making Christmas cards. Agreed by all

Map of locations of activities to go out to parents. Mr C to talk to the kids during the day to remind them of locations.

Currently Yr R arts & crafts

Yr 1 face painting & tattoos

Yr 2 melting snowman biscuits being sold

Yr 6 outside sellers

ICT suite Tombola & cake stall

Main Hall – selection of activities

Hallway – treasure hunt.

INFANT PERFORMANCE & JUNIOR PERFORMANCE.

AM to check volunteer slips to see if anyone is able to record DVD

NG to source recordable DVD's, AM to source cases

SECRET SANTA SHOPPING

Tissue paper from NG. Volunteers for selling TBC

DISCO

NG to confirm with Debbie Allcorn that dj has been booked.

SANTA LETTERS

DS, JF & CT to collate info and get letters printed. Mr C offered use of school computers & printers.

Cost £1, cut off date 27th Nov

VOTING MEMBERS OF PTA

Currently HB, FT, NG, AM, DA, & ZB. It was agreed that an odd number of voting members was easier. BC & CT volunteered themselves. BC said she was not that bothered either way. So it was decided that CT would be the 7th Voting member.

6

A.O.B.

BC suggested that we send out a reminder to all parents for donations & that kids could have a mufti day

	<p>but bring in a donation instead of paying money. Mr C said that it was a good idea but not this term as we have mufti for children in need & at the end of term. Good idea for next term. BC also suggested a poster of a giant teddy bear to remind people. AM to make poster. It was decided that 20th Nov would be the deadline for donations.</p> <p>CHARITABLE STATUS HB to look in in to it.</p>
7	<p>DATE OF NEXT MEETING</p> <p>Weds 6th Jan</p> <p>BC brought up that a decision had not been made on whether the PTA meetings should start before the end of school. It was voted on by all attending the meeting that 3.05 start is easier. CONFIRMED 3.05pm start.</p>
8	<p>ACTIONS</p> <p>HB – Charitable status</p> <ul style="list-style-type: none"> - buy gifts for secret santa & santa’s grotto - Organise Christmas fair outside stall holders - Organise Cranford chirstmas fair <p>NG – source recordable dvd’s</p> <ul style="list-style-type: none"> - organise turkey rolls for Cranford fair - confirm with Debbie Allcorn disco’s have been booked <p>AM – make teddy poster for donations</p> <ul style="list-style-type: none"> - buy ingredients for melting snowman biscuits - check volunteer slips - update website - sort out order forms for dvd’s <p>DS – taking home mugs and ingredients to make ‘snowman soup’</p> <p>WAFFLES – BC to bring waffle maker in to school on Friday for test run.</p> <ul style="list-style-type: none"> - BC to lend PTA waffle iron for lions fair, NEED TO SOURCE ADDITIONAL WAFFLE IRON - NEED TO SOURCE INGEDIENTS <p>SANTA LETTERS – cut off date 27th Nov. DS, JF & CT to collate</p> <p>Confirm volunteers for all events!</p>

Chair signature of approval:
