

HSA

# MINUTES 18/11/2021

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THURSDAY 18th November 2021 / 8.00PM / ONLINE

<https://meet.google.com/rsh-csea-ekd>

<https://docs.google.com/spreadsheets/d/1Z08aBrK-pLugA9hI1T0EQ9QmbkYC5dXWavj-t1Gvc0I/edit?usp=sharing>

## **Present**

Claire Summerfield

Allie Buckley

Laura Winchester

Jude Capper

Vicky lay

Lindley Nievers

Sarah Chapman

Bryn Gibson

## **Apologies for absence**

Jane Gerry

Cat Patterson

James Thorne

Jane Moreton

# Fair

## 1. Walk through

**Event:** *Harwell School Christmas Fair*

**Date:** *10 December 2021*

**Time:** *5.30pm - 7.45pm*

### Layout plan

- KS1 playground would be where everyone enters the outdoor fair.
  - Snow machine and lights
- KS2 playground
  - Stalls will line the school, stallholders have been asked to bring gazebos and fairy lights
  - Mulled wine and Hot chocolate will be served out of the staff room
  - Entertainment will be in the bandstand
  - Santa in the lab
  - Christmas Tree Festival would be set up in and around the Sensory Garden
  - Marque(s) would be erected opposite the AGP (to take advantage of the light), this will house the games
- Food court
  - One way system - Enter via the KS2 door by Bryn's office
  - Hall - Food & Bar from the kitchen; chips, hotdogs, veggie dogs, onions, condiments and a Can Bar

- Hall – Café: Tea, coffee, cold drinks, cakes run by the WI
- One way system – Exit via the KS2 toilets

## 2. Update from Allie

- Church Robinson
  - £100 for raffle
  - HSA incentive for house sales %
  - Football competition in AGP
  - £10 per sign up – list in the workbook
- Poster –
  - thanks to Allie
  - Signs up from Tuesday
  - Sharing the advert on Facebook – Claire to help Allie
  - Pippins contact – trees and grotto (Allie and Vicky)
  - Posters up in the village
    - Lamination ongoing
    - Bobs and newsagent – Claire /Gary
    - Gary nominated for putting posters around the village
    - Harwell news
- Pippins: Grotto and Trees
  - Allie and Vicky to be contacts

## 3. Update from Claire

- Marques – scouts
  - Go up on Wednesday 8<sup>th</sup> and stay up until dry weather
  - Two options:
    - A – Collect and erect ourselves (£25 per tent)
    - B – Explorers put up the tent (£40 per tent)

- Bryn discussing pricing tbc

Abingdon brass band confirmed

WI confirmed (Sue Greatbanks)

- Food court in the hall
- Stage up in the hall
- Igloos to colour in the hall
- Cakes from the village volunteers
- Where to keep - **not staff room (TBC)**

Snowmachine - £100

- Sponsor the snow machine?
- Key stage 1 location (near wendy house)

HSA - stocking filler stall and book stall

#### **4. Update from Jane & Cat (submitted by email)**

Games are in hand. Currently planning soft toy tombola, sweet tombola, bottle tombola, lollipop pick, money tree, lucky dip. Jane kindly sourced and donated a huge bag of soft toys, we have plenty of bags for soft toys, hundreds (if not thousands!) of cloakroom tickets for tombolas, loads of lollipops (still in date!) envelopes for the money tree.

The letter requesting donations for the tombolas, money tree and lucky dip has been updated and just needs a few tweaks before we get it out.

No stall for Jo Ray

My questions for tomorrow:

1) Are we doing Sleigh of Booze?

YES

2) Is there a specific project we are raising funds for?

YES - climbing wall extension (to double size)

3) When are we asking for parent volunteers?

SEE CLAIRE'S TABLE

4) Do we have a COVID plan for the event?

IN HAND - CLARE AND BRYN

5) Is the grotto happening or not? If so, how do we keep Santa safe?! Are tickets being sold in advance?

IN HAND - PIPPINS

|                  |  |
|------------------|--|
|                  |  |
| Soft toy tombola | £1   |
| Sweetie tombola  | 3 for £1 or 50p each<br>Will the tickets be taped on in advance? YES |
| bottle tombola   | 3 for £1 or 50p each<br>Will the tickets be taped on in advance? YES |
| money tree       | 50p  |
| lollipops        | 50p  |
| lucky dip        | 50p per go   |

#### 4. Update from Jude & Sophie

Raffle: £100 cash

Parentpay doing well (announced in parent pay - change the wording to stop duplicate buying - discuss with Jane M request)

Needs to go in the newsletter

Prizes in - check with Sophie

Volunteers selling - James both days

4<sup>th</sup> - Lindley + Vicky

27<sup>th</sup> - Jude?

Card readers used

#### 5. Update from Jane & Bryn

Singwell - ??

Ask Jane - generator and lights

Licenses, h+s, covid stuff - Jane and Claire to work on

COVID plan

- Stalls to run from classroom doors to outside
- Sanitizer for grotto
- To be developed by Clare

#### 6. Food and Drink

Stocktake - Sarah C and Claire

Sale and return from the newsagent

Chrissy confirmed for food

Hot dogs and chips (veggie dogs) - Bobs sausages

Alternative - pizza - ask Chrissy?

## 7. Volunteers and sign up

- Vicky - food
- Claire chasing class reps
- Year 6 elves or running stalls - BG to chat to Miss Longworth
- Volunteering sign up via Google form (Jane M to set up?)

HSA team time schedule

|            | Daytime  | Fair                 | Clean-up |
|------------|----------|----------------------|----------|
| Claire     | ALL      | Yes                  | Yes      |
| Allie      | From 5pm | In part              | Yes      |
| Laura      | From 3pm | In part / as needed  | Yes      |
| Jude       |          | ?                    |          |
| Vicky      | In day   | As needed            |          |
| Lindley    |          | Drop off floats only | No       |
| Sarah C    |          | As needed            | ?        |
| Jane Gerry | Yes      | No                   | No       |
| Sophie     | Yes      | Yes                  | Yes      |
| Cat        |          |                      |          |
| James      |          |                      |          |

## 8. Any other fair discussion

- Keep receipts for purchases and return them to Lindley

- Bryn Q: Do we have a Waterproof plan?
  - Stalls under gazebos
  - Trees - waterproof decorations
  - What time for trees? 3.30 pm - If raining in year 6
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## AOB

### KK Doughnuts

Another success - should add for the new year?

£1000 from Tesco blue tokens (thanks to jane M)

Asda equivalent - set up online - Claire? - in the new year

15<sup>th</sup> December - 6.15 - 7.30pm - bar volunteers

Allie and Jude - early

Sarah C and Laura - post 7.30 pm

### Alternative fundraising approaches

1. Opt-out form to donate once
  - Worked well for pippins with a different structure - cant opt-out children
  - Not community-minded
1. Give one year a job for an event - responsible for the whole set-up
2. Fundraising from the competition with other PTA
3. Themed events eg Chocolate/ golden tickets - link with school topics

### Term newsletter

Graphic to show where fundraising going and how we did once a term

Would Allie be interested?



Craft fair - Friday night (19th)

Thanks to Claire for crafting - please come visit

Raffle and crafts for sale

Big Book Swop

- Vicky Lay to run
- On the same day - Bring your books - Buy your books
- Tuesday 18<sup>th</sup> January
- Bring 2 books - bring £2
- Has assistant team to help to sort to in Key stages