

HSA

# CHRISTMAS FAIR PLANNING MINUTES 2/11/2022

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TUESDAY 2nd NOVEMBER 2022 / 7.30PM / HART

## **Present:**

Claire Summerfield (CS)

Lauren Patton (LP)

Laura Lewis (LL)

Jane Morton (JM)

Jude Capper (JC)

Allie Buckley (AB)

Serena Brooke (SB)

## **Apologies for absence:**

Vicky Lay

## **1) Chairs Update**

Thanks to the Feast committee for donating £399 to the HSA to purchase a portable sound system.

## **2) Christmas Raffle**

Printing needs 6 - 10 days

CS to confirm with Church Robinson for sponsorship for advertising boards and £100 prize

Update - 2/11/22 - Confirmation received by email to CS

**RAFFLE PRICE REQUESTS: Sorena**

**JOB TBC: Raffle ticket selling outside Bobs (19th and 26th November)**

**Sellers required**

**Permission required (LP to check with Bob)**

### **3) Fair planning**

**5.30 - 7.30pm**

#### Pippins

- Will run Santa grotto and Christmas tree competition
- Grotto in nest
  - 5.30pm - 6.30pm (Pippins slots)
  - 6.30pm - 7.30pm (School)
  - Slots on parent pay - JM to add
- Christmas tree competition in the sensory garden

#### Administration

**FLOATS AND CARD MACHINES: Lindley**

**SCOUTS TENT LOAN: Vicky Lay to contact Brian**

**LIGHTS: Loan from County Roadworks (TBC) - to ask Vicky and Tom??**

- Cancel AGP booking - LP
- Wet weather plan - inside the school will be confirmed if required closer to the time
- Straw / bales for mud and grass

#### Games:

CO-ORDINATORS: Jude, Vicky, Cat

- 7 games - one per year group
- CS: Standard letter for requesting prize donations
- Wrapping paper and small envelope for coin (Cat may have details)
- Non-uniform on 30th November
  - 2 days to prepare the prizes (Cat and after school club will help)

### Food

- Chips and hotdogs in hall run by Chrissy and Holly
  - Additional stock order placed by Jane and Lauren already
  - Chip cones left over from last time
- Food tickets to be sold at bar

### **CAFE: WI (TBC by Jane M)**

- Hot toddy stall to be away from raffle prizes near Grotto queue (Y6 classroom?)
- Bar stock (SC to buy?)

### Stalls

- 8 stalls were confirmed and 4 paid (CS to check with Lindley)
- **JOB TO BE ASSIGNED: Welcoming stalls**

### Entertainment

- Brass band - confirmed by CS
- Disco in shelter after band
- Snow machine - confirmed by the committee to rent again
  - Lay salt/grit to prevent black ice
- Elf on shelf character
  - Welcome at the entrance of fair with balloon arch
  - Selfie station in the hall
  - **AB: To make a selfie frame and get photo bits**

## **4) AOB**

No Christmas concert this term. Bar not required