



Hutton All Saints' C of E Primary School

Parents' & Teachers' Association

Cloughton Way, Hutton, Brentwood, Essex, CM13 1JW

CHRISTMAS MEETING WEDNESDAY 19 OCTOBER MINUTES

All were welcomed to the meeting by the chair person, Sarah Robbshaw

Present

Sarah-ann Robbshaw (SR), Karalyn Stevens (KS), Jeanette Miller (JM), Vicki Morris (VM), Angela Jones-Gill (AJ), Adele Childs-Perry (AC), Kelly Lamb (KL), Helen Clarke (HC), Joe McKenna (JMc)

Apologies for Absence

Melissa Goodwin, Dan Gowland, Claire Norton, Lucy Keefe, Maria Brothers, Claire Hintz, Katrina Carter, Hayley Robinson, Rob /carter, Annie Bayley, Heidi Neale

Christmas Cards

The PTA have been in this week to help the children design their cards. Thank you to Vicki Morris, Kelly Lamb, Heidi Neale, Katrina Carter, Karalyn Stevens and Tracey Jenkins for their help
They will be sent off to the company and you should have your samples soon.

Christmas Shopping Afternoon

More information regarding the shopping afternoon will be sent out to parents by Tracy Waite nearer the time.

Children's Christmas Disco – Tuesday 6 December

The date for the Christmas Disco will be Tuesday 6th December. Options for entrance price and sweet sales were discussed as:

- Keep ticket price at £3 and have max spend of £2 per child
- Increase ticket price to £5 with sweets, drinks and crisps included with children able to choose from a selection available.

All agreed to the second option as it stops the need for children to bring money on the night and risk losing it or have too much or not enough. This will then enable them to enjoy the party without worrying about their money/belongings. Sarah & Karalyn to purchase the refreshments.

There was discussion with Jeanette Miller about changing the day for future discos to a Thursday so the children are no so tired early in the week and to avoid clashing with out of school clubs. This was agreed.

Christmas Fair

The Christmas Fair will be on 10th December, 2-5pm. Volunteers for this event would be much appreciated.

Karalyn Stevens has agreed to produce the poster and banner to advertise the fair.

Adele Childs-Perry will contact local estate agents regarding advertising boards. Anyone deciding to take an advertising board will be advised to remove it just before the event.

Matched Funding – some large organisations offer employees the chance to boost their fundraising efforts by ‘matching’ the money raised at a particular event. If you think that this is something your employer may be able to do please let Sarah Robbshaw or Karalyn Stevens know. A list of some companies has been published on the PTA Facebook page.

Refreshments - The possibility of moving the refreshments to Pear class to make more space in the hall was discussed with Jeanette Miller.

Grotto - Neil Dyson will provide the grotto & take professional photos. It was agreed to make the price £3 per child which will include a digital photo and gift.

Tombola - It was agreed that we would stick to bottle and sweet tombola's. Donations are to be brought in on our Christmas jumper day which will coincide with the Christmas Shopping Afternoon (Friday 2nd December) Apple and Pear class to bring sweets and the rest of school to bring bottles.

Raffle prizes - Sarah Robbshaw and Karalyn Stevens have a list of potential donors and a template letter if anyone would like to help to obtain raffle prizes. Karalyn Stevens to send template letter to Jeanette Miller.

Arts & Crafts - Salt dough Christmas decorations are required to be made for the event. SR, KS, VM, AJ, AC, KL & HC agreed to make 20 each of various Christmas shapes.

Programme of Events – Short Performances to be on the stage throughout the event. KS already spoken to Miss Penkett regarding the school Choir & Lisa Whymark regarding the church choir. KS to speak to Mrs Nott about the orchestra. Any persons wanting to perform please contact Karalyn Stevens or Sarah Robbshaw

Funke Ojutiku has said that she will make a cake for the “guess the weight of the cake” game.

Kelly Mulroy has also offered to make & run a stall selling reindeer food.

Any other business

School Noticeboards - Kevin Childs-Perry has kindly agreed to donate his time to make some noticeboards for the school which will be in the shape of trees. The amount of £257.73 being the cost of materials for the boards was agreed upon by all present.

The cost of the coaches for the school panto, class money and topic days was also agreed by those present.

Next Committee meeting

To Be Confirmed – Watch out for the date on Facebook and the notice boards.

Thanks to all who attended!