

ST MARGARET CLITHEROW SCHOOL – PSFA MEETING MINUTES 22nd September 2012 – 9.15am

PRESENT:

Ms C Puccio (CP)

Mrs Chiara Darrington (CD) – Chair

Mrs L Hart (LS) – Secretary

Mr Kebby Tongola (KT)

Mrs Katarzyna Horncastle (KH) - Committee member

Mrs Hayley Collins (HC) – Committee member

Ms Danielle Blackburn (DB) – Committee member

APOLOGIES:

Mr Savio Luis

Hayley Merry

Items	Summary	Action taken
1. Christmas fayre	<p>CD said that the Christmas fayre date is the same day as Stevenage FC play at home and this will cause a problem for parking which will cause health and Safety issues.</p> <p>Need help on the Christmas stalls</p>	<p>Moved to Sunday 12<sup>th</sup> December 12.00 – 14.00</p> <ul style="list-style-type: none"> <li>• More people required to help tidy up</li> <li>• Santa ok for this date change</li> <li>• Live music ok for this date change</li> <li>• Sheet to go up in the staff room asking for help from the teachers.</li> <li>• JHN children to happy to help.</li> </ul>
2. Nativity Costumes	<p>KH said that the letters have been sent out to Nursery, Reception year 1 &amp; 2 asking parents to pay £3 for the hire of the costumes. KH is concerned that we will not have the time to organise the costumes.</p>	<p>TA and teachers to arrange within their classrooms.</p>

3. Raffle tickets	CD said that we are holding a non-school uniform day on Tuesday 25 <sup>th</sup> November. Children are to bring a bottle which will be used for the Christmas fayre. Also, 20p for a raffle ticket for each child to have the chance of winning 3 gifts.	Each teacher will be given a list of the children in their year to make when they have paid.  CP to assign an electronic number to each child to make the raffle fair.
4. Santa Presents	CD said that this year we will be giving the junior children selection boxes from Tesco and the infant will receive a book.	HC – to buy the books from the works CD & KH to buy the selection boxes
5. Epilepsy & Buccolam Course	CD has asked all PFSA member to take this on-line yearly training course.	Everyone has agreed to taking this course and CD will send out the information.
6. Natasha's Law	DB explains that Natasha's Law requires any food for sale must have a full ingredient list and allergen labelling.	DB has put together a master sheet to be filled in and a letter about Natasha's law.
7. Christmas Dinner	CD asked CP if they require us to purchase the drinks and Sweets for the Christmas Dinner. CP said yes please	To purchase Drinks and Haribo sweets for all years.
8. Recycling	The recycling at school will need to be sorted before the Christmas fayre.	KH to show LH the process
9. Gazebo's	KH said that we do not have enough gazebo's some of them have broken and 2 have gone missing.	Vote in favour of buying new Gazebo's
10. Any other business	Christmas fayre set up CD said we need to think about hot food. CD said about the jacket potato oven.  CD said the plan is to have the food outside the nursery area  Games	HC to speak to Papa John's and Dominos Check jacket potato oven and Mr Ryan to test.  Fridge & freezer to be placed in the nursery area.  Purchase food in the last few days.  Throw the snowball Ten - pin bowling  Corner off the play area

	<p>CD said that a couple of parents have asked about having a stall to sell their products.</p> <ul style="list-style-type: none"><li>• Sleep over teepee's</li><li>• Bamboo items</li></ul>	<p>Need to see public liability insurance – HC &amp; DB to find out £15 for the stall and a prize for the raffle or £20 for the stall</p>
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Meeting finished at 10:08