

Agenda for Woodcote Primary PFTA meeting Thursday 21st November 2013

7:00 pm Venue:- School Pavillion

No.	Agenda Item	Outcome / comments	
1	Apologies for absence / welcome to all		JU
2	Agree Minutes from previous meeting		JU
3	Resignation of Chairman		JU
3	Christmas Fair	(see below)	AM
4	High School joint PTFA		JU
5	Playground Spending		
6	December events cover		
7	X'mas tree collection		
8	Yr 6 leavers book – extra cost		
11	AOB		

<p>Christmas points for discussion</p> <p><u>Items relating to the school:</u></p> <ul style="list-style-type: none"> • PA system hall for Choir and Raffle • How do we play music? Mr Regan • Megaphone • PAT testing of lights etc (Date) • Cleaners Sunday (booked?) • Elf Costumes (Mrs Hamlyn?) • Lights in grotto room (off switch) • Does school have spare lights /decs? • Access Friday evening (times) and Sat a.m • External flood lights • Risk assessment • Staple gun? <p><u>Next week:</u></p> <ul style="list-style-type: none"> • Flyer distribution • CR5 and Purley Pages promo • Signage • Push on stall volunteers • Push on raffle donations • Request grotto decorations 	<p><u>Week Before Fair</u></p> <ul style="list-style-type: none"> • Helpers for set up • Purchase any stock • Print any documents (timing sheets, menu etc) • Banner up • Mulled wine • Grotto decs <p><u>Urgent:</u></p> <ul style="list-style-type: none"> • Santa volunteers • Photographer • Frank Evans donation/purchase • External stalls • Lidl chocs? • Buy alternative Santa gifts • Outfit hire • Banner update
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