

## HIGHFIELD SCHOOL ASSOCIATION

# XMAS FAYRE MEET 12/11/18

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### ATTENDEES:

Louise Barton, Richard Pugh, Yvette Melia, Jackie James, Katrina Cathie, Jonathan Cathie, Pete Marston, Jayne Tamyln, Louisa Green, Tanya Ossont, Jeanette White, Jess Barker, Catherine Wood, Elena Vorbana.

### APOLOGIES:

Antulio Tarzona, Raylene Poppleton, Natalie Trist, Lisa Rice, Allan King

### AGENDA:

- Xmas event – 7 December
  - Date and time confirmed as 5.30 – 7.30
  - Layout as follows:
    - Standard stalls - chocolate tombola (2 volunteers) bottle tombola (2 volunteers) jolly jars (check with Alison Elliott re support), pot of gold (Jackie + one other) to be set up around the library area.
    - Kids games - hoop the frog, musical statues, splat a rat (to be run by Jess Barker and Marcus Lewis). Yvette to check gifts in gifts in her loft. Kids games to be based in the hall.
    - Xmas Fancy dress parade with prizes for best dressed.
    - Santa's grotto. Father Xmas volunteers - Richard Seely and Sam Goold. Set dressing by Elena. Need one more person to help, Pete to ask Elliott if he can help. Copy the ticket system as last year. Jackie to request help from the Yr 5/6 for elves to help.
    - Face painting/glitter tattoos - Yvette has list of last years volunteers. Charlotte Ellis YrR wants to help. Maybe there are some Yr 6/5 volunteers to manage the glitter tattoos. To be based in Asia.
    - Cake café based in S. America, together with pot of gold (run by Jackie).
    - Hot dogs for kids serve in kitchen by the Junior teachers
    - Mulled wine & mince pies – in a different room Rainbow room – 2/3 people required - Yvette, Catherine Wood
    - Xmas crafts to be set up in North America by the Infant teachers
    - Tuck to be set up around the art tables

- Shopping list:
  - Raffle tickets
  - Hot dogs /buns
  - Tuck stocks - list to be sent to katrina from Pete
  - Crisps
  - Sweets
  - Prizes to be purchased no more than £1 each – Jayne and Katrina. 28/11 Xmas Fayre wrapping – 8pm
  - Water cups
  - Serviettes
  - Milk
  - Louisa ask waitrose if they will donate
- Prices:
  - £2 facepaint
  - £1 glitter tattoo
  - £3 Grotto
  - £2 Hot dogs
- Weekly donations
  - Jolly Jars w/c 26/11 Jeanette boxes infants / Jackie juniors
  - All other donations w/c 3/12
- Non school uniform on the Friday
- Set up/clear up time and tasks
  - Santas from 2pm
  - All other from 3pm
- Advertisement/info to parents
  - Jayne to update poster
  - Yvette to update website and Blog and send Tonya the password for website.  
Raylene has also offered to update website,
- Richard to send over email login details to Katrina, Tonya and Pete.

## **NEXT MEETING:**

- 7 Jan 7.30pm
  - 2019 events
  - 2019 expenditure