

*Parents, Teachers and Friends Association  
Andrews' Endowed School  
Holybourne*

**Minutes of Meeting held on Wednesday 7<sup>th</sup> November 2007 at 7.30 pm**

Present: Nick Battersby, Virginia Seeckts, Sarah Cross, Carol Cann, Charlotte Murrell, Jane Collingborn, Julia South, Karen McQuiad, Giles Lock, Julie Fourt, Annette Eyre, Julie Winning, Maria Burr,

Apologies : Vicky Howard, Maria Osgood, Dan Startup, Karen Bochereau, Graham Osgood, Tracy Gee, Anna Hooker, Martina Bowden

**1. Minutes of last meeting**

Minutes were accepted and signed by Nick.

**2. Matters Arising**

**MO** has looked into the possibility of a skittles evening at The French Horn. The committee decided to go with this option and arrange a date for early February 2008

**3. Quiz Night**

Tickets are now on sale for the quiz night.

Bar to be donations. All committee members to man bar during the evening. **GL** to organise the beer (1 x 40pt) from Crondall Brewery. **SC** to organise other beverages from Arrows Off License in Four Marks. ( 4 x cases red wine, 6 x case white wine, 3 cases lager, mineral water, coke, lemonade).

**CM**'s in laws to be quiz masters, a bottle of white and red wine to say thank you plus flowers!

**VS** to arrange First prize and booby prize for the evening.

Set up of tables and chair to be done immediately after school on Friday 23<sup>rd</sup> November – **all committee members** needed for this. Freezer needs to be brought in and turned on for drinks.

**CM** to pick up the order list from the office and place the order with Kingfishers the day before the quiz. We will receive a 10% discount from the fish and chip shop. **JS** to have the cheque for them on the night.

**Actions: SC, GL, VS, CM, JS**

**4. Christmas Fayre**

**SC** to ask her husband to put up the Advent calendar the week before the Christmas Fayre.

We will have a Mufti day on the 30<sup>th</sup> November for the bottle tombola. This will go out in the newsletter also requesting cakes for the Christmas fayre.

Raffle - **KM** will run the raffle stall this year – we have lots of raffle prizes coming in and the committee will continue to work on this. There will also be a separate Children's 'Tigger' raffle. A rota will be put together for YR1. **SC** to contact Jane Cuff about approaching Altonian Coaches as they apparently offer good prizes. Raffle tickets will be sold in the week running up to the Fayre after school and a committee members will arrange a rota for the week. Tickets will also be sold by some of the people providing raffle prizes.

**GL** to arrange rotas for all the stalls to be run by the PTFA. (Bottle Tombola, Café, Food, etc)

**JS** to look into stock still held and also any new orders that need to be made for the pocket money stall.

This stall will be extended this year to include more items as it is particularly popular.

We will not be serving soup this year. There will be Bacon and Sausage rolls, **GL** will man this along with parent helpers and if we need more BBQ's **SC** will contact Vincent Hire to arrange this. **CM** to arrange the meat and to speak to the Baker's Oven with regards to donating the rolls.

**JW** will approach Neil Jones to see if he is willing to be Santa again. Mrs Jones and YR6 will man the Santa's Grotto and will decorate. This will be in the cupboard in the hall this year.

In the Acorn's classroom there will be stalls manned by the children selling goods that they have made in school to then buy as Christmas presents for their parents. **SC** to contact Forest Lodge about providing terracotta pots and bulbs for this purpose.

The Staff will man a 'Pin the nose on the Snowman Stall'.

The children from KS1 will again be singing some festive songs.

All outside stalls will only be allowed 1 table each.

**ALL COMMITTEE MEMBERS ARE NEEDED TO SET UP ON THE DAY STARTING FROM 9:00am**

**Actions: All committee members**

**5. Christmas Card**

**GL** has arrange the Christmas cards and all the pictures have now been done and the proofs should be ready to go out to parents by Monday at the latest. These will go out with order forms so that cards can be order. All of the cards that we sell will make money. These cards will only be available via the order form, they will not be on sale at the Christmas Fayre as this then involves financial risk for us.

**6. Disco - 14<sup>th</sup> December 2007**

KS1 will be fancy dress with a prize for the best costume (girls and boys). KS2 – it will be put to the student council to see if they would like a theme. The prizes for the evening will be a book token.

**CC** to see if her son would be willing to be the DJ again.

We need to ensure that we have enough adult helpers. Rota to be put together.

**Actions: CC**

**6. AOB**

**NB** has spoken to Cubitt & West with regards to the sponsorship for last year and apparently a cheque has been issued, however, this has not been received. **JW** to check if the cheque has been received and inform **SC**.

**Actions: JW, SC**

The date for the Summer Fayre has been confirmed as Saturday 21<sup>st</sup> June 2008. Time to be determined by the availability of the helicopter from RAF Odiham.

**Action: DS**

**MB** raised the idea of having items for sale on the PTFA notice boards. She is happy to manage this and will arrange a process for this. Cards will be charged at 50p a week.

The Minutes from all PTFA meetings will be available on the school website and this will be advertised in the school newsletter.

The Queen's Head, Holybourne will be holding charity quiz nights starting from January for 12 weeks. If there are teams entered from Andrews' Endowed School then a portion of the proceeds will go to the

school. Further details of this will go into the school weekly newsletter.

**Actions: MB**

Summer Ball - **AH** has found a company that will provide us with a blackjack, roulette and poker table plus 4 croupiers for £575 and has recommended that we contact Bish from Champagne Charlies with regards to the disco for £200. She will also discuss the price of the menu with The Grange and let us know the outcome at the next meeting. **JC** and **GL** to look into ideas for the prizes for the casino tables.

**Actions: AH, JC, GL**

**AE** to arrange for the Yellow Moon catalogues to go out before Christmas.

**Actions: AE**

**Date of Next Meeting:**

**Wednesday 28<sup>th</sup> November 2007 - 7:30pm in The Queen's Head, Holybourne**