



## **FRIENDS AT BECKSTONE**

**Minutes of Meeting held on Monday 9th November 2015  
At  
Beckstone Primary School**

**Present: Helen Finlay (Chairperson)  
Helen Little (Treasurer)  
Lyndsay Scott (Secretary)  
David Warbrick (Headteacher)  
Jude Yoxall (Deputy Head)  
Anna Bagley (Nursery Teacher)  
Heather Hemsley (Parent)  
Bernie Cunningham (Teaching Ass)  
Danielle Millar (Parent)  
Linzi Macdonald (Parent)**

**Apologies: Kathryn Walker Alison Needham Philippa Vaughan Maddie Mitchell**

**Mrs Scott recorded the minutes of the meeting**

### **Agenda**

**Members confirmed receipt of minutes of our last meeting and approved their contents. Following our last meeting Lyndsay Scott ordered 2000 Christmas Draw Raffle tickets stitched in 5 to be sold at £1 each from Imprint Stationery at a cost of £70.**

### **Welcome to New Members**

**No new members attended this meeting**

### **Treasurers Report**

**Mrs Little discussed the PTA Accounts. We presently have a balance of £1416.52 following payment of Summer Trip Transport totalling £1860 and settlement of invoice £70 for printing Christmas Raffle tickets. Mrs Hardy has audited our accounts and made a request that we keep all receipts ( or copies if initial bill payments made via the School) to ensure we can substantiate all expenditure.**

**Mrs Little is to purchase a £20 M&S voucher for Mrs Hardy as a token of our appreciation for her hard work.**

## Christmas Fair

The Christmas Fair is to be held on Friday 4th December starting at 1.30pm.

Attractions to include:

Tea, Coffee, soft drinks and biscuits to be served in the dining hall

Tea or Coffee with biscuit 50p

Soft drinks with biscuit 25p

Mrs Finlay to check stocks of tea, coffee, biscuits and sugar, and to purchase 100 cartons of drinks, a bottle of squash and milk.

Face painting - Maddie Mitchell to create motifs, 50p a cheek (we have face paints)

Tattoo Parlour - Office staff to check stocks and replenish with updated versions from Baker Ross, 50p each or £1 each for Celtic Band

Scott's Cake - Mrs Finlay to email as unsure if this will go ahead

Crafty Stall - see Donna

Cake Stall - donated cakes various prices

Guess the Reindeer's Birthday - need to order reindeer - 50p a guess

Nail Bar - Hayley & Danielle - Danielle to purchase supplies and FAB to reimburse costs, to charge £1.50 glitter and Polish or £1 no glitter.

Biscuit Decorating - Mrs Finlay to purchase biscuits, icing sugar and marshmallows, Mrs Bagley to make icing.

Decorating Christmas Decorations - Mr Warbrick to buy 120 wooden Christmas decorations ready for painting from a local supplier at a cost of £3 per 10 decorations.

Mr Warbrick to contact Santa and invite him to attend our Christmas Fair, Santa's Grotto to be located in the library to allow easier queue management, entrance and exit. Each child to visit Santa will receive a photo and gift for £2. Time management is key due to number of children who would like to visit Santa this should be eased by earlier opening time and the assignment of an elf. Mrs Finlay to purchase 100 tubes of sweets (after Mrs Vaughan has contacted Asda to see if we can arrange a discount) and she has also kindly volunteered to create Santa's Grotto on Thursday 3rd December.

Prize every time stall entry via raffle ticket 50p per try (left over bags from last year may be incorporated in this dependent upon contents).

Tombola - Bernie to organise using plastic milk bottle tops which will reduce the time required to organise the stall as numbers not attached to actual prizes. Mrs Little to collect milk bottle tops. 3 attempts for £1.

Lucky Dip , Rudolph Dust and Hot Chocolate spoon - Mrs Finlay to create

Guess the Weight of the Cake - If a volunteer can be found to bake the cake!!

Cuddly Toy Stall

Guess the name of the Monkey

Toy Stall

Pick a Lolly - Mrs Finlay to buy lollies, 20p a go, if pick a lolly with red band get lolly and 20p back if no band just get lolly.

White Elephant Stall/ Christmas decorations

Day Raffle - Adult Raffle £1 strip

Child Raffle 10p each 50p strip

Prizes to be assembled from chocolate and bottle donations (non uniform day 27th November). Boxes required to construct hampers.

Hook a Duck - Mr Warbrick to purchase packs of prizes from Baker Ross - 50p a turn.

Games Arcade - 50p for 20 mins.

Crèche for KS1/Reception children without parents in attendance.

Mrs Little to organise float monies.

### Expenditure

As Beckstone Primary School is 10 years old this year Mr Warbrick suggested a Christmas gift of a Christmas decoration for each child (which can also be used as a magnet) featuring a copy of the aerial photograph taken by Mr Fleming on the school field. Mr Warbrick is to contact the company involved to discuss prices and see if the normal minimum order of 500 is negotiable to 400 otherwise FAB to fund 400.

### Any Other Business

Nothing to discuss

### Date of Next Meeting

Our next meeting is scheduled for Monday 7th March at 5pm.