

**CHESLYN HAY PTFA
MINUTES OF MEETING
Held on 15th November 2005**

| Notes | Action |
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| <p><u>Attendees:</u> Wendy Powell; Jayne Barratt; Linda Kerr-Jones; Christian Davies; Jackie Haldron; Debbie Davies; Toni Proverbs</p> | <p><u>1. Apologies:</u> Martin Tibbetts; Suzy Cain; Sue Cartwright; Jane Foulger; Dawn Puntel; Stuart Cain; Michaela Brown; Jacinth White; Darren Kirby</p> |
| <p><u>2. Minutes of meeting held on 8th November 2005</u> The minutes were accepted as a true record.</p> | |
| <p><u>3. Matters arising not on the agenda</u> None</p> | |
| <p><u>4. Autumn Term events</u></p> <ul style="list-style-type: none"> • Year 5/6 disco 9th December – letters for this and other discos to ask parents to remind children that food and drink is not allowed in the hall. Karaoke suggested. • PTFA Christmas meal 8th December – CD to do draw for £5 secret Santa. • Christmas Productions – CD confirmed to MT that photos to be taken prior to productions and 2 to be taken for each child per production. No re-ordering of photos. DVD's (no VHS) of dress rehearsals, orders to be taken, all orders to ithinkit.co.uk. PTFA to assist with sales on days/nights of productions. | <p style="text-align: center;">Wendy Christian Christian</p> |

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| <p>5. <u>Christmas Fayre</u></p> <ul style="list-style-type: none"> • Sponsorship and programme – confirmed sponsors needed by 21 November at the latest. • Grand Draw tickets – Mrs White had volunteered year 6 to assist. • Grotto – presents obtained and wrapping sorted. Tent erected. • Fast passes sales and letters to parents – WP drafted passes and letters. To go out to parents by 19th November. Sale of to commence w/c 21st Nov at beginning and end of school. LKJ available Monday and Tuesday. Toni available Wed/Thurs am. All others to confirm when they are available. • Refreshments – to be led by Jackie and Julie Higgins. Dee Glover cannot attend. • Artwork and Fayre banner – Christian to produce black and white banners. Mrs White volunteered year 6 to assist. • Fayre Plan update – WP to update • Stall layout – WP to do <p>6. <u>Any Other Business</u></p> <ul style="list-style-type: none"> • Future events suggested – car boot. <p>7. <u>Date of next meeting</u> To be arranged in New Year.</p> | <p>Christian</p> <p>Jayne F</p> <p>Wendy</p> <p>All</p> <p>Wendy</p> <p>Jackie Mrs White and year 6 Wendy Wendy</p> |
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