



Hawes School Parents, Friends and Teachers Association

Hawes Primary School, Hawes, DL8 3RQ

Registered Charity No: 1051024

Minutes of meeting held on Thursday 3rd October '19 at 7pm in School

Present – Emma Blades, Lindsey Whaley, Anna Fagg, Kerry Ward, Emma Guy, Hannah Vasey

Apologies – Katie Iveson, Diane Sunter, Sandra Bell, Louise Cloughton, Carol Hall, Diane Blades, Louise Alder, Jane Barret

Unfortunately, there were not enough members present for the AGM to go ahead. **The AGM was re-arranged for Thursday 7th November at 8pm in The Fountain.** We will need at least 9 people in total (including the chair, treasurer and secretary).

An ordinary PTFA meeting was held instead.

Finances – The accounts are back from the accountant and will be discussed in detail at the AGM. All present agreed to buy a gift for Hazel as a thank you for doing our accounts voluntarily.

LW confirmed the changes to the signatories on the bank account will be complete next week and then we can apply for a debit card on the account. This will be in LW's name as the treasurer.

Christmas Fair – Saturday 30th November in The Market Hall 10am – 4pm

AF submitted the Occasional Sale Notice to NYCC this afternoon. LW will phone our insurance company to check we are covered being off site.

Dress down day for the chocolate tombola has been **moved to Friday 22nd November** so it doesn't clash with Children in Need the week before.

Stalls – 12 stalls booked (3 of which are doubles), 6 confirmed and paid. A few more people were suggested and contacted. Deadline of 31st October for booking confirmations. LW will draw up a plan of the hall and table layout.

We will meet on Friday 29th at 10am at the Market Hall to start setting up, decorate the entrance and wrap the tombola prizes/wine and water.

AF will advertise in Upper Wensleydale Newsletter & D&S Times; KW will create a Facebook event and advertise with Richmondshire Today. LW will ask Simon (the printer) to print off some posters to put up around town.

Kids Crafts – Decorated jam jars – £1 - Need tissue paper, glitter & pipe cleaners – AF to source. EB has glue. Ask for jars in various newsletters.

Letters to Santa - £1 - LW to print off colour in sheets. AF to source pens. Speak to Post Office about possible sale or return stamps. EG will provide a post box. Letters to go to Royal Mail and the kids will receive a reply. £1 a letter to cover cost of stamp.

Log Slices – 50p - AF has ordered 30 log slices which can be decorated – pens/glitter

Festive Faces/tattoos – EB will ask Aunty Alison about face decorating. Di Blades has all the stuff for glitter tattoos so we could ask her?

Game Stalls – Janet Burton has kindly offered to donate a cake for **guess the weight of the cake** - £1.50

Wine and water game – £2 – ask for wine bottles saving in various newsletters.

Sweets in the jar – EG has kindly offered to donate sweets – 50p

Treasure map – EB to make, cocktail sticks with names. 50p

Splat the Rat – EB has one and will bring – 20p EG offered to donate mini bags of Haribo as prizes.

Food – JMP have offered to donate sausage rolls. Spar have offered to donate mulled wine. EB will enquire with various suppliers about donating pork, bacon and bread buns before the next meeting. AF offered James to cook the pulled pork. EB will provide stuffing and apple sauce. It was decided not to hold a separate cake stall but offer cakes and biscuits for sale from the kitchen alongside the other refreshments.

Raffle – Tickets have arrived. Arranged to meet on Monday 14th Oct at the pantry to get them ready to distribute before half term. KW offered to donate envelopes.

Set up – it was agreed to meet at 10am the morning before the fair to get set up/decorate the market hall and wrap tombola prizes/wine and water. Possibly get/borrow Christmas trees for the entrance? EB will ask Aunty Alison about borrowing some of her deccies. Bring fairy lights/tinsel? KW will arrange music for the day.

Any other business

There are two Bags 2 School collections booked – Wed 20th November (AF will advertise in UWNL) and Thurs 30th April.

Meeting closed 8.25pm