

**TIPPERTY SCHOOL PARENT TEACHER ASSOCIATION
MINUTES OF MEETING**

DATE OF MEETING: Thursday 30th October 2014 @ Tippetty School

PRESENT: Lorna Dawson (LD), Sarah Reid (SR), Margaret Yeoman (MY) and Elaine Harrower (EH).

APOLOGIES: Hazel Devlin, Susan Diack, Pauline Smith,

MEETING NUMBER: 14/15 - 001

PREPARED BY: Elaine Harrower

Item	Discussion	Action/Date
1.	<p>Christmas Tree As in previous years, a Christmas tree will be requested from Magnus Sinclair. It will be required for w/c Monday 24th November (n.b. this is the week of the Christmas Fayre).</p>	MY agreed to discuss with Magnus Sinclair/ 24.11.14
2.	<p>Christmas Fayre Date and Time The Christmas Fayre will take place on Saturday 29th November at 1.00pm to 3.00pm</p>	
3.	<p>Christmas Fayre Stalls</p> <p>The following stalls will be at the Christmas Fayre:</p> <ul style="list-style-type: none"> • Children's stall • Cake and Candy • Lucky Dip • Bottle Stall • Tattoos • Balloons • Santa's Grotto • Secret Santa • Guess the Whisky and Guess the Perfume • Chocolate Tombola • Raffle Ticket Stall • Bonus Ball • Lucky Carrot Dip • Money tree <p>Volunteers are needed for all stalls apart from the Children's stall and lucky carrot dip stall.</p> <p>LD has kindly offered to donate a whisky for the Guess the Whisky Stall. SR has kindly offered to donate a perfume for the Guess the Perfume Stall.</p>	EH to prepare a volunteer request form and pass onto to school for going out to parents/Asap
4.	<p>Christmas Fayre Ticketing policy</p> <p>Adult £2.00 Child £1.00 Family £5.00 Over 65's £1.00 Access to Santa's Grotto £1.00</p> <p>Entry is to include tea and a mince pie.</p>	
5.	<p>Christmas Fayre setting up date</p> <p>The stalls are to be set up at 1.30pm on Friday 28th November. Volunteers are needed.</p>	
6.	<p>Christmas Fayre Donations</p> <p>Donations will be requested for:</p> <ul style="list-style-type: none"> • Bottle stall • Chocolate tombola 	

	<ul style="list-style-type: none"> Mince pies and shortbread Mrs Dawson has kindly offered to supply tea, milk, sugar, napkins and cloakroom tickets.	
7.	Christmas Fayre Floats SR will get floats from the bank.	
8.	Calendars Calendars are to be prepared and printed with photographs taken throughout the school year. Local businesses will be asked to sponsor a page (month) – their company name and contact details will be printed on the month sponsored. A list of companies to be contacted was discussed and letters to be sent requesting their participation. EH will prepare a template calendar with photographs..	
9.	Christmas Raffle Hampers A donation request will be sent to parents. LD kindly offered to get the cellophane needed to prepare the hampers.	
	The next meeting will be the Parent Teacher Council meeting. It will take place on Thursday 4th December 2014 at 6.30 pm.	

Signed

Mrs Dawson, Head Teacher

Date

Signed

Elaine Harrower, Secretary

Date