



Monday 11<sup>th</sup> November 2019

**Present:**

Samantha Gorrie, Andrea Glendinning, Gillian Robson, Elaine McFarlane, , Elaine Paterson, Stephanie Hastings, Michael Healy, Karen Morgan, Shirleyanne Llyod, Vicky McCabe

**Apologies:**

Kirsty Todd , Jacqueline MacLean-Holley, January Morgan-White, Monica McGuiness

Item	Discussion	Action
1	A warm welcome to members of the PTA	No action
2	<p>Christmas Fair Thurs 21<sup>st</sup> November 2019</p> <p>A discussion based around the organisation of the Christmas Fair.</p>	<p>Stallholders – 31 stalls with 39 tables. MH to liaise with Phil Corr.</p> <p>School pupils based in canteen and to use existing tables.</p> <p>Canteen to host café.</p> <p>EP to lend Baljffray's inflatables</p> <p>SG to order and pick up Krispy Kreme donuts.</p> <p>Hot Dogs - £1.50 each Popcorn – 50p per bag Choc Fountain - £1</p> <p>Entry cost - £2 adult, £1 child, £5 family ticket</p> <p>Baljffray choir – 20 minute slot. Arrive 7pm</p> <p>BA Music Dept – orchestra will play above the entrance to Fair. Music will also be played in canteen/hall.</p> <p>Tombola – set up Wed 20<sup>th</sup>, 1pm. MH to book a room.</p> <p>EP and SG to collect a raffle prize from all stall holders. Dorothy English will assist in raffle.</p>

		<p><b>GR to organise rota for the evening.</b></p> <p><b>Labels will be printed via the school office. GR to email MH.</b></p> <p><b>Thurs 21<sup>st</sup> nov – set up hall from 1pm.</b></p> <p><b>Advertise – MH to groupcall, and tweet poster.</b></p> <p><b>SG to organise float.</b></p> <p><b>S6 helpers required</b></p> <p><b>MH to remind pupils with stalls about remaining at their stall.</b></p>
--	--	---

<b>3</b>	<p><b>Promotion</b></p> <p><b>November Newsletter</b></p>	<p><b>Xmas Fair update to be main focus, with an update on money raised to date.</b></p>
<b>4</b>	<p><b>Finance</b></p> <p><b>Books to be completed y/e Aug 17, 18, 19</b></p>	<p><b>SG to check this for an update</b></p>
<b>5</b>	<p><b>AOCB</b></p> <p><b>Design pop up banner.</b></p>	<p><b>PTA to design banner. EP will send Baljaffray example.</b></p>
<b>6</b>	<p><b>Next meeting Mon 13<sup>th</sup> January 2020</b></p>	