



Meeting minutes

2nd November 2021

Present: Cassie Bodman-Knight, Kate Letts, Jen Davidson, Kerry Morris, Sharon Radcliffe, Claire Boyd, Karlene Knight, Katy Frost.

Apologies: Els, Nicole, Krist, Anna, Steve, Sally-Anne, Rachel, Michelle.

1. Sharon went over summary of fundraising events, funds raised & allocation to which project. Please see **Treasurer's report**.
2. Discussed **disco** & how anything could be improved next time. Sharon is ordering red wristbands (**already arrived**) for all children that have allergies so this alerts us to check the allergy list, which will continue to be kept next to whoever is cooking & 1 copy at the check-in desk.
The medication will again be checked in with a member of staff at the check-in desk & placed in the medication box (to be kept with the allocated member of staff). The staff member must then ensure that the medication is checked out when the child is collected, & this will be indicated on the checklist. This process is noted on our disco risk assessment.
From now on the completed disco slips & checklist will be kept in Cassie's office for 3 working days following the disco.
We will possibly lose our usual DJ next year, he was unsure, we will contact him in the New Year to check.
Need to be aware of parents' behaviour towards PACT members & staff who are volunteering their time. Rude behaviour is not acceptable.
3. **Halloween plate competition**- ensure in the future that the letter states that the plate must be labelled with the student's name & class.
4. **Halloween Trail**- choc prizes delivered to school today, prize winner being drawn by Mrs Costello & prize being delivered tomorrow. Prize winner to be announced in assembly. We still have a large amount of Goo eggs left over- we will accept late entries for the rest of the week. Any remaining eggs to be sold at the cake sale next Thurs.
5. **Mufti day donations** for the Christmas Fayre was successful- lots of donations, good variety. These have been stored at school, Katy has the alcohol stored at home as this should not be kept on site.

6. **KS2 dictionaries** have now arrived- Cassie will print PACT logo stickers to go into the front of dictionary, along with the child's name. Jen volunteered to write these in. The dictionaries will be kept in class so each child has access to it whilst in class & can then take away with them when finishing school. These will be shown to the children in assembly next Friday, 12th Nov. PACT members welcome to attend if they wish.
7. **Penny wars**- Katy will check progress with Dan.
8. **Lottery plans**- Sharon has checked legislation on Gambling Commission, awaiting to hear back from Sally-Anne. Exploring others options which might be easier- possibility of National Schools' lottery instead.
9. **Christmas Fayre planning:**

Friday 3rd Dec, change of time. NOW 3.20-6pm.

KS1 -each class will plan a selling stall. KS2 -each class to plan a selling stall & game stall. Students from each class to take it in turns to man the stall, along with a staff or PACT member. These will be based in their own classrooms. Stalls will be spread around entire school to optimise social distancing.

Miss Letts- staff Rep for this event. She presented us with some stall ideas that she will discuss with the teachers tomorrow. The teachers will be asked to decide on stall idea for next week & to start planning their own stalls & prizes, etc.

Stall list:

Sweets/choc tombola

General tombola

Teddy tombola

Raffle

Bottle in a bag

Refreshments

Bushtucker trial (Claire thinking of 3 horrible items to feel in a box, eg. Slime, & guess what each item is)

Crafts?

Guess the weight of the cake (Mrs Church making this)

Let Katy know which stall you would like to look after, & do the prep for if possible.

Grotto set up: Karlene, Rachel, Natalie, Katy – Friday morning. Wrapped boxes around the room. We have some small Xmas trees at school that we can use.

Stall set up from 1.30pm: Katy, Rachel, Kerry, Karlene, Natalie, Sally-Anne.

External stalls to set up from 2pm.

Prep volunteers so far: Nicole, Sally-Anne, Natalie, Michelle.

Ticketing tombola items, beginning of the week before fayre (29th/30th Nov)?
Katy to check shed for leftover crafts. Olympia to be checked for stock: cups, plates, etc.

Posters- Cassie is producing Xmas events poster to go up around the school.
Volunteer to put together a Christmas fayre poster to be up in community?
Banner with Uli, Claire to investigate changing the date on it.

Sharon will sort float for all stalls once we know how much we are charging for each stall/game.

Jen asking staff to volunteer for Santa's elf helper- [Mrs Donald agreed](#).

Parentmail to go out 1-2 weeks before Fayre for a "shout out" for teddies for teddy tombola. Teddies to be washed beforehand- anyone fancy volunteering for this?

Raffle: Hamper- use the donations to produce a Christmas food hamper.
Katy to ask Wok Inn/ The Sweet Shop/Butterwicks. ([Wok Inn has confirmed already](#)).
Cassie waiting to hear back from Kettering Spa Hotel. Wreath making lady, Emma, is producing a wreath for raffle.
Sell raffle tickets on playground week leading up to the Fayre. Any volunteers for this please?

Bottle in a bag stall- we will be asking for any bottle bags/gift bags (any size) that anyone has going spare to save buying any?

Refreshments: Tea, coffee, hot choc, squash, mulled wine (Morrisons donating), leftover disco crisps & biscuits, mince pies (Morrisons donating), any donated cakes.

External stalls: Jen messaging a few stall holders to see if they are interested.
£10, plus raffle prize for a table. Katy producing a stall booking form.
Anyone have any contacts for face painters? Katy to put a message on KLV FB page to ask if anyone would be interested in having a stall.

Cassie to think about children singing carols- possibly recording & play in the hall throughout Fayre.

Katy to do risk assessment.

10. Next fundraisers:

- Cake sale on playground- Thurs 11th Nov after school- any volunteers please? (Ideally 3 people). Also looking for cake donations & any plastic tubs eg. Take away/ fruit punnets & will encourage people to bring their own tubs.
- Wreath making evening- Thurs 9th Dec, 7-9pm. Lynne & Katy to set up, at 6.15ish? Maybe one more volunteer please? Katy & Lynne have arranged the evening with Emma. Posters will go up this week/parentmail to go out. Places will be booked at reception. £25 to book a place- cash or cheque. Booking deadline 30th Nov.
- Nativity- 14th Dec @ 1.30pm & 6.30pm- mulled wine & mince pies to be served- Volunteers please? (Katy- helping @1.30pm show)
- Break the rules day- 14th Jan- Year 6 to plan the rules. Sort a little nearer the time.

11. **Spending:** Puzzle day games- Cassie comparing prices & will put together a Wishlist of indoor/wetplay games. Ideally games that do not have lots of small pieces that may get lost.

Suggestion of popcorn to be provided by PACT for Panto (24th Nov). Funds raised from the Halloween Trail will pay for this. Only 2 tubs required per class. £2 each from Iceland.

The funds raised from the Halloween disco will go towards the garden project.

12. **Newsletter-** Katy to ask Emmet about putting together a Newsletter with our recent events/fundraisers.

13. **Supermarket grants-** Natalie is putting together a draft application for the Tesco grant, she will send to us for checking when complete. Mrs Metha is going to lead on the garden project, she has lots of ideas, plans to start with the forest school area. School is planning a nature day in Jan/Feb- making bird boxes, etc. to go in the area. Each class will have a different item to make. Applying for trees to plant for the Queen's Jubilee via The Woodland Trust.

Kerry's husband has offered his project management skills to help obtain quotes for the tiered garden plans- to speak to Cassie.

14. **DBS checks-** Cassie is working through Governors first & will then get some more PACT members DBS completed. Not many seem to have had one for volunteering. Also please let me know if you already have a food hygiene certificate.

Next meeting- no plans for one before Christmas. We will communicate via WhatsApp & we will meet at school one evening to ticket tombola prizes & sort hamper etc. We can discuss plans whilst doing this!