**Members and Committee meeting of the Heytesbury Education Fundraising Association**

Tuesday 12th November 2019 7.30pm at the Red Lion, Heytesbury

**Present:** Simone Bennett (Chair), Sarah Hartshorn (Vice Chair), Helen Rickards (Secretary), Kim Page, Sarah Crabtree, Paula Bligdon

**Apologies:** Carole Godfrey, Katie Elliott, Jane Kace, Kit Pottow

1. Christmas Fayre is on the 14th December between 11-2pm at the school.
* Warminster Journal have been contacted and Sarah Hartshorn is to make a poster to help promote the event if Kelly is unable to (Simone Bennett to check).
* Robert Pulvertaft has agreed to be Santa again.
* The goats are also booked so no need for any donkeys as had previously been considered.
* Hedgehogs are going to make reindeer food to sell at the fayre.
* Sarah Hartshorn and Simone Bennett are to find out how many Santa gifts are left from last year and then Helen Rickards is going to purchase more, currently estimating that c70 more gifts will need to be purchased at no more than £1 each.
* Jane Kace has agreed to wrap the Santa gifts that are purchased.
* Stall Holders – Simone Bennett, Katie Elliott, Kit Pottow and The Body Shop will have a stall. Matt Fiddes Martial Arts has asked if they are able to have a table to promote their Warminster Club, Fiona Burnard has replied with the relevant information.
* Katie Elliot’s Mother has agreed to make a cake for the guess the weight of the cake competition.
* The school and Hedgehogs will be asked to make cakes to sell. Simone Bennett to speak to Chloe about the possibility of having hot chocolate as well.
* Glitter Tattoos - These will be available again as always so popular, Katie Elliott to buy some more glue.
* Raffle – Simone Bennett supplied a letter for committee members to use to try and source donated prizes. The Committee weren’t keen on the raffle being a choice rather than a ticket to determine winner’s prize. Simone Bennett to speak to Carole Godfrey.
* Sweet Stall - the sweets will be purchased (and bagged this year as it’s much easier to manage) by Katie Elliott. Marie Pettinger has agreed to run the stall.
* Throw the beanbag at the penguin game.
* Bottle stall - using bottles donated from the no school uniform day.
* Jar stall - using jars donated from the next wear your onesie to school day.
* Lucky Dip may also be possible.
* School children to make craft items for a stall to be run by Badgers.
* We will need a rota to be put up to ask for help on the day.
1. School Disco 6th December 2019 5-7pm (5-6pm Hedgehogs)
	* Entry fee includes a hotdog (these will be bought jarred this year)
	* Fruit will be available free of charge
	* Glitter Tattoos and sweet bags available for sale
	* The sign-up sheet for volunteers and poster to promote the Disco is being produced by Sarah Hartshorn
2. A parent has suggested to Jane Kace that the school could do a Christmas Jumper swap shop – bring in your old Christmas jumper and pay a donation to swap it. Jane Kace is happy to organise this event and will let parents know details shortly.
3. Helen Rickards requested a copy of a Disclosure & Barring Service Certificate from all committee members as this is required by OFSTED.

Date of next meeting TBC