

## Christmas Fair Planning Meeting Minutes

Date of Meeting- 05/10/2023

Time of Meeting- 1630-1730

Present- Mrs Morris-Branch, Mrs Martin, Ms Wisniak, Mrs Sagredou

We discussed last year's fair/stalls

- What worked?
  - It ran very well, mostly positive feedback
- What didn't?
  - Parents were not aware that there were other games/food available in Ecclesiastical hall. It was suggested that this year we have a hanging sign from the ceiling with an arrow
  - We also discussed having more drink options, such as hot blackcurrant & hot chocolate
  - Also to have more Christmas themed games

We thought that it would be great to have a theme this year and we decided on WINTER WONDERLAND! We want to get the pupils involved in the lead up to the fair by getting creative in lessons and making snowflakes that we can use as decorations.

We discussed volunteering at this year's fair and Ms Wisniak kindly offered to help on the crafts stall and Mrs Sagredou offered to help on the Tombola stall.

When talking about the craft corner and what Christmas themed items could be made, Ms Wisniak had the great idea of Reindeer candy canes. This is a very cheap idea and we would only need to purchase candy canes, pipe cleaners and some adhesive eyes.

Mrs Martin kindly offered to make some salt dough (flour/water/salt/food dye) so that pupils can use Christmas themed cookie cutters to make a decoration. These can then be taken home on a paper plate and covered in cling film for parents to bake at home.

We discussed the option of a Christmas themed photo booth but decided against it due to safeguarding and photo consent.

As the Santa's grotto is on the same day in the morning, we also discussed holding a wrapping party for the presents that Mrs Morris-Branch will purchase in the coming weeks. We looked at W/C 13<sup>th</sup> November and the best day for all was Wednesday 15<sup>th</sup> November, 1630-1730. We will also be looking for more volunteers to come and help.