

Meeting date: 29/11/2022 Location: Studio room at school

Present: BL, AK, CH, EP, LI, GP

Apologies: CD, KV, DT

- Children in Need cake sale feedback:

Over £300 raised. After £200 donation and expenses, profit was £73.97. Committee was pleased with the outcome and the chance to raise the visibility of TOPs.

- Reception Tea Towel final numbers:

117 tea towels ordered. Final income to be confirmed, approx. £130 profit. Tea towels should arrive around the 8<sup>th</sup> so will need a quick turnaround to get delivered out to families.

- Christmas Raffle:

Tickets arriving by end of week (2<sup>nd</sup>) and will be distributed in book bags. Raffle donations beginning to come in. Hampers will be made up on Mon 12<sup>th</sup> by committee volunteers.

- Nativity refreshments:

Two slots on 15<sup>th</sup>, 9.30- BL, EP, LI. 3.45- BL, EP, DT

- End of Term Drinks:

Hot drinks inc. hot choc. for the children and mince pies. BL, KV, AK, GP. GP offered to bring speaker and music.

- Christmas Disco:

Some queries received re after school provision/clubs. Clear answer given and reiterated by school via Parentmail. Discussion held on snack/accessory options and cost.

Actions:

- Buy hamper kits
- Book meeting room for 12<sup>th</sup> for packing hampers
- Finalise disco volunteer numbers
- Get sum up machine set up for Nativity refreshments
- Purchase mince pies, hot chocolate and marshmallows
- Purchase sweets/accessories for disco

Next meeting: TBC in January, will be an evening meeting to accommodate all.