

## TOPs Meeting



---

Date Thursday 27<sup>th</sup> Sept 2017

Time 14:00 to 15.10

Venue Hayfield Cross C of E School, Studio

Present See signing in sheet

Apologies LW, CK,

---

### Agenda

- Welcome and introductions
- Bank update
- Spending the money
- Actions from last meeting

Mr C to get quotes

AS to organise tea towels

- Harvest – Scarecrow festival organisation 11<sup>th</sup> Oct judged on 13<sup>th</sup> Oct ideas
  - Halloween disco 3<sup>rd</sup> Nov split 5pm-6pm years R & 1 then 6-15pm – 7-15pm Yr. 2,3&4
  - Christmas Fair Friday 1<sup>st</sup> Dec in the hall organisation and ideas
  - Raffle at the Nativity Play's Tuesday 19<sup>th</sup> 9:30am and 4pm
  - AGM date and proposal
  - Summer fair July 7<sup>th</sup> 11-2
  - Website agenda/minutes uploaded asap
  - Meeting times and dates
  - AOB
- 

### Minutes

- **Welcome and Introductions**

Faye welcomed all to the meeting, and all new parents. Spoke about how the group worked and the constitution.

- **Bank Update**

Current balance £4235.23

- **Spending**

Mr Charteris has requested that some money is spent on an outdoor PA system. Mr Charteris has found a suitable system, provided us with the information and price. All agreed we will purchase the PA system.

Mr Charteris would like sail shades on the field, to provide shade in the summer. Quotations to follow.

- **Tea Towels**

Reception children to participate in the Christmas tea towel fundraiser, following on from last years' success. Awaiting a few more to be returned.

- **Harvest**

Scarecrow Festival – entries in by 11<sup>th</sup> October. The theme will be favourite books. Scarecrows to be displayed along the road into the school. £2.50 entry fee. Judging to take place on 13/10/17. Prizes for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>. Hot chocolate and cakes available to buy.

- **Disco**

3<sup>rd</sup> November. Agreed times as follows: Reception and year 1 5-6pm, years 2, 3 and 4 6.15-7.15pm. Halloween disco was seen as inappropriate, so will be a Pumpkin Party or similar.

- **Christmas Fair**

Friday 1<sup>st</sup> December, after school, in the school hall.

Christmas Hampers again this year; each class will be given a colour and parents can donate items of that colour.

Suggested stalls for the Christmas Fair:

- Teddy tombola
- Cake and refreshments
- Reindeer Food
- Tattoos
- Bottle Game
- Sweets in a jar
- Facepainting
- External stalls charged at £10.

- **Raffle and Nativity**

Reception will be taking part in the school's nativity this year. Mr Charteris has requested that we sell raffle tickets. Will need to source some raffle prizes.

- **AGM**

2pm 2/2/18 in the studio. Agreed that TOPs committee stay in post until September 2018, so that the term runs alongside the school year. Constitution to be amended to show this.

- **Summer Fair**

Date set - 7<sup>th</sup> July 11am – 2pm

- **Website**

TOPs page on the Hayfield website needs updating. Previous minutes need to be added and possibly pictures of TOPs as some parents don't know who we are or what we do.

- **Next Meeting**

18<sup>th</sup> October 2pm.