

OLD HEATH SCHOOL ASSOCIATION
MINUTES OF HALLOWEEN PLANNING MEETING
HELD ON TUESDAY 28th SEPTEMBER 2010

“The object of the Old Heath School Association is to advance the education of pupils in the school by:

- a) developing effective relationships between the staff, parents and others associated with the school;
- b) engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.”

PRESENT

Meloria Saunders, Jo Clarke, Caroline Pitt, Jackie Partner, Penny Moye, Natasha Leech, Geraldine Quinn, Sarah Spooner, Maria Bonham.

APOLOGIES

Emily Cornell, Karen Hawes, Jeremy Hallum, Hayley Pudney, Dominic Collins, Gail Collins, David Moye, Deborah Venables, Jo Chaplin, Philip Cook.

THURSDAY 21st OCTOBER - HALLOWEEN DISCO

POSTERS - The children are designing these for homework. Winners from each class will be laminated and displayed around school.

DISCO - Beat Box has been booked at a cost of £90.

RAFFLE - Prizes for an adult raffle are needed. Jackie has a bottle of Champagne.

PUMPKIN COMPETITION - Mr Hallum has a Go Bananas Voucher for the winner from each class and winning pumpkins will be displayed. Entries to be brought in on Thursday 20th October. Deborah is buying battery operated candles to light the pumpkins.

REFRESHMENTS - Caroline, Jackie & Maria.

Will be served in Y5 classroom. Tea, Coffee, scary juice and cakes. Meloria and Jo will provide supplies, but can everyone make cakes, please!! As we have several allergies in school we need to keep gluten free and nut free items separate.

Maria will make up 80 goody bags to sell for £1 each.

ACTIVITIES - Sarah, Natasha & Deborah.

In Y6 classroom. Sarah has colouring sheets to keep the children occupied while they are waiting. Jo will get apples for the apple bobbing. Deborah is organising the biscuit decorating and buying glow sticks to sell. Spooky music was suggested.

FACE PAINTING - Deanie, Gail & Jo Chaplin. In Y6 classroom. Deanie is providing face paints and organising.

ENTRANCE - Karen & Penny. £2 entry, free for under 2s and adults. Adult raffle. Entrance will be at back of hall via side gate. Meloria will look for the entry hand stamps or ask Hayley if we can borrow the ones she used at the Hawaii disco.

DECORATIONS. Jo Clarke has some new decorations we can use as well as those in the shed, which Meloria will sort out. We will try to decorate at 5pm just before the disco. All helpers must dress up!! Meloria will ask Darren if we can have partial or low lighting in the hall.

HEALTH & SAFETY - Penny has last year's paperwork and will work with Darren Switzer to complete the assessment. Meloria will ask Beatbox for copies of their insurance and electrical safety certificates.

SIGNS - Those running each section are responsible for signs giving prices etc. Caroline has copies of disclaimers eg. participating at own risk and food allergies. Deanie is making signs pointing from the entrance to the activities and refreshments.

Those named in dark type are responsible for providing or checking someone else is providing everything needed for their area. They are also responsible for setting up and clearing away. Meloria and Jo Clarke are co-ordinating everything.

Philip Cook has said that his company can donate any items we may need. For Halloween and Christmas this is Raffle Prizes and refreshments.

Next Meeting

TUESDAY 12th OCTOBER at 9am

This meeting will follow a formal agenda with reports and matters arising. Only urgent last minute Halloween planning and brief Christmas ideas will be dealt with. Please put your Christmas ideas in writing so that Meloria and Jo Clarke can look at them before the Christmas planning meeting.

FOR YOUR DIARY:

Christmas Bazaar: Friday 3rd December 2010

Summer Fete: Saturday 25th June 2011