

## WARM MEETING 19<sup>TH</sup> OCTOBER 2022

### **PRESENT**

Sarah Tomlinson  
Davie Kindon  
Vicki Healey  
Helen Young  
Audra Adkins  
Laurel Adkins  
Amanda Proctor  
Sarah Carter  
Joan Bailey  
Vickie Carter  
Teresa Duckworth  
Clare Dore  
Stephanie Bratt  
Laura Nicholson  
Gaby Barton

### **APOLOGIES**

Lyndsey Tasker  
Amy Gibson  
Vicky Torlop  
Danielle Davies  
Vicky Nash  
Jenny Hayward  
Jade Davies

- Sarah T discussed Code of Conduct of all volunteers at school events and confidentiality and safeguarding.

## **EVENTS DISCUSSED**

### **HALLOWEEN DISCO – 31<sup>st</sup> October 2022**

- No prep required other than decorating of both halls
- MY to purchase pre wrapped sweets from Bookers
- Items to be sold on the night- sweets, Glow sticks & drinks
- Hayden Baxendale arranging music and lights on both site

Volunteer helpers for 4 discos:

DISCO A – Reception 4pm – 5pm - Joan B, Sarah C

DISCO B – Year 1 & 2 – 5.15pm – 6.15pm – Joan, Theresa, Sarah C, Clare D

DISCO C – Year 3 & 4 – 4.15pm – 5.15pm – Davie K, Laurel A

DISCO D – Year 5 & 6 – 5.30pm – 6.30pm – Davie K, Laurel A, Stephanie, Laura, Gaby

### **BREAK THE RULES DAY – 25<sup>th</sup> November 2022**

Organised within school – all monies raised to go to WARM

### **NON UNIFORM DAY – 2<sup>nd</sup> December 2022**

Organised within school – donations for Christmas Fair and Christmas Hampers

### **CHRISTMAS PERFORMANCE – HAMPERS**

Year 1 & 2 Nativity performances 9<sup>th</sup> December 2022 9:15am 11am 2pm

Volunteers to sell raffle tickets for Christmas Hampers at performances – Theresa, Laura & Gaby

Volunteers to make hampers FRIDAY 2<sup>nd</sup> December 1.15pm – Vickie C, Joan B, Clare D, Theresa, Audra

- **Need boxes, wrap and ribbons for Hampers beforehand**

### **CHILDREN'S CHRISTMAS HAMPER GIFT**

Every child will receive a small Christmas hamper and gift rather than a family hamper as school has done previously.

MY to purchase chocolate gift - Reading Buddy already ordered

Audra volunteered to wrap the Christmas presents (books) and gifts.

- **Label to go inside each book and Christmas wrapping paper and gift tag required**

## **CHRISTMAS FAIR – 7<sup>th</sup> December 2022 – 3.30pm – 5.30pm**

To be held in KS2 hall with school stalls only and No Christmas Grotto

Suggested Stalls:

- Cake stall
- Food stall – Hot dogs, Pizza, chips- speak to Elaine (school cook)
- Raffle for hampers
- Tombola x 2
- Teddy Bear tombola
- Guess the name of the teddy
- Face painting
- Hook a gift bag
- Sweet cones
- Guess the number of sweets in the jar
- Pin a nose on Rudolph
- Wind up Santa Race
- Decorate biscuits – contact Roberts Bakery for Gingerbread biscuits
- Buried Rudolph carrots Lucky Dip
- Craft table – make a decoration
- Reindeer food bag
- Stall with items donated by Grandparent

### **OTHER CHRISTMAS SUGGESTED ACTIVITIES**

- Book Advent Calendar – Vicki H and School Charity Reps to organise within school
- Candy Care Messages to a friend – Vicki H and Audra A to organise

### **ROLES WITHIN WARM – agreed by all present**

CHAIR – Vicki Carter - Seconded by Davie Kindon

VICE CHAIR – Vicki Healey – Seconded by Stephanie Bratt

SECRETARY – Stephanie Bratt & Audra Adkins – Seconded by Sarah Tomlinson

TREASURER – Matthew Young – Seconded by Vickie Carter

### **BANK SIGNATURIES - agreed by all present**

- It was resolved that Matthew Young be appointed treasurer.
- The bank mandate to be amended as follows: Carlene Elliott & Penny Jennions to be removed from the mandate.
- Signing instructions to be amended as follows:

- All banking matters and payments to be signed as minimum by 1 Panel A and 1 Panel B signature.
- New signatories to be added as follows, Matthew Young, Victoria Healey, Laura Nicholson, Stephanie Bratt, Joan Bailey
- Panel A signatories M Young, V Healey, L Nicholson,
- Panel B signatories J Woods, S Bratt, J Bailey

### **ANY OTHER BUSINESS**

- Audra Adkins disclosed a pecuniary interest that she runs a book club used to purchase some books for the PTA and School
- Audra Adkins offered to source some books signed by authors for the PTA to raffle
- Gaby Barton offered to source some merchandise from Oulton Park
- Laura said she worked for Air Products and could obtain match funding

**NEXT MEETING** agreed to be a 6pm – Sarah Tomlinson to set and distribute date