

Minutes

PTFA meeting 26/03/2024

Attendees

Vicky B
Vicki PH
Vicki D
Maria
Jess
Stacey
Clare
Bev

Apologies

Jane
Lauren

Updates from previous meeting

Easter event did not go ahead due to lack of notice
Poll carried out to establish best meeting times
RH informed of new members

Summer Fair

Date confirmed Sat 6th July 2024 – Foxdenton fun day is on the same day which may affect turnout and attraction availability. Discuss with RH possibility of changing it

- Attractions – Inflatables, Go Karts, Donkeys, Fire brigade/police, ice cream van, Dottie bonbon, Toni Macaroni, St John's Ambulance, Mascots (sonic)
- Stalls – Sponge a teacher (bean bath?), hook a duck, penalty shoot out, football darts, play your cards right, bottle in a bag, tombola, bucket raffle, raffle, brick-a-brac, face paint
- Food – BBQ (burgers/hot dogs, SG catering (curry/chilli?), drinks, sweets?
- Licensing – look into gazebo licence and kitchen use licensing
- Risk assessments and council approval needs to be done by May
- Donations – letters to local businesses and parent contributions, including bars/restaurants, beauty venues, play centres etc plus supermarkets and toy companies
- Flyers – R&D to sponsor?
- Volunteers – committee members, plus parents and teaching staff. 15 volunteers needed

Treasurer report

Current balance £2500 – this is needed to cover prep for and outlay for the fair

Y6 Leavers

Discuss with RH and Y6 possible fund raiser to cover cosy of disco and books – Pupil voice - £550 needed

VB to discuss with HB process of ordering leavers books

Actions

- Inflatables suppliers – must have PIPA – Bev
- Gazebo licence and hire/purchase cost – Vic B
- Donkeys or alternative attraction – Vic D
- Go karts suppliers – Clare
- Outside vendors for stalls, £20 – Jess
- Face painting options s back up if limited volunteer numbers – Maria
- Kitchen licensing requirements and food hygiene certs – Vic B
- Donation letter distribution for prizes and donations – whole team
- R&D – flyer sponsorship

All attractions to be confirmed by 15th April to allow time for risk assessment and council event proposal to be completed

Next meeting planned for tues 15th April 2024 with potential meet and greet with RH to be confirmed

Any updates to be communicated via whatsapp group