

## Five Ways Primary School PTFA

### PTFA Meeting – Summer Fayre planning

Tuesday 10<sup>th</sup> June 2014

#### KS1 Staffroom

A sub-committee has been formed consisting of the following members – **Neil Dalby, Helen Phillips, Nell Pursehouse, Sarah Edgar, Sarah Sprason, Emma Wedge, Jo Burton**. It has however been agreed that we need all the help we can get with the organising!!!

ALL REFERENCES TO PEOPLE AND ACTIONS ARE IN **BOLD**

- 1 – **Present** – Emma Wedge, Neil Dalby, Nell Pursehouse, Helen Phillips, Kerry Tranter, Leigh-Anne Mills, Gwen Mills, Mrs Fuller (Teacher Rep), Sarah Sprason

**Apologies** – Sarah Edgar; Jo Burton

#### 2 - **STALLS**

- **Yr 6 stalls** – Mrs Fuller to set a deadline of 27<sup>th</sup> June to confirm which stalls will be run by Yr6 children. PTFA need to know how many stalls there will be, how much it will cost to have a go on each, costs involved with setting them up, what prizes are needed and each stall will need a brief description of what the stall/activity is in order to establish the logistics of each stall ie, space needed, equipment needed. Stalls that ran last year included balls in a jar, magnetic buzz, hook a duck, nail varnish. This year it was suggested yr6 run ‘beat the goalie’ stall – see below
- **Crazy cups** – **Sarah Edgar** to coordinate - see donations section
- **Face painting** – We hope this will be covered by PTFA and Reception staff volunteers. **Mrs Fuller** to check with staff and confirm by 20<sup>th</sup> June who can help out on the day **Sarah Edgar** to source face paints.
- **Hair sprays** – need mirror on the day. Hair sprays to be sourced – added to shopping list by Sarah Sprason
- **Inflatables** – **Neil Dalby** confirmed the bouncy castles to be in attendance will be ‘Jurassic Adventure’, ‘maize’, ‘Roller Balls’ and possibly one more small boucy castle for younger children. Adam will confirm nearer the date but suggested we will need two PTFA helpers
- **Tombola** – see donations section
- **Coconut shy** – **Sue Toon** to organise and source coconuts
- **Lucky dip** – prizes to be sourced – possibly from Baker Ross/wholesaler
- **Beat the goalie** – Yr6 to organise meaning a good supply of goalies! **Mrs Fuller** to liaise with Mr Redpath – can he or member of football team help with Goalkeeper?
- **Raffle ticket sales** - near the gate, but back a little to avoid bottleneck on the day. Also, sell tickets at the ‘refreshment village’. List of prizes to be displayed on the gate
- **Crazy sand** – materials to be sourced – added to shopping list
- **Tattoos** – **Andrea Batey** has agreed to man the stand. Need sponge and water on the day. Tattoos need to be sourced – added to shopping list

- **Nearly new uniform** – **Neil Dalby** suggested **Michaela Kerr** to man the stand on the day as she is PTFA uniform coordinator
- **Punch balls** – balloons on shopping list. Uplift price to £1 each this year!
- **Go karts** or similar activity/sports games for the top playground – **Neil Dalby** to ask Adam (inflatables man) if he can suggest or help – need agreement from headteacher

### 3 – ‘REFRESHMENT VILLAGE’

- **Hot Dogs** – **Rob Ryder** has agreed to run the stall. Agreed hot dogs should be sold at £1.50 this year. Rob will bring cooking equipment but will need a gazebo. PTFA to organise food stuffs for the day. **Neil Dalby** to speak to Tesco for a deal on burger buns and other associated food stuffs. Other suppliers to be asked for prices too – **Helen Phillips** to ask Claire Gleeson about 3663
- **Hot drinks/refreshments** – sufficient coffee, tea, hot choc and cardboard cups with lids
- **Popcorn** – **Neil Dalby** to run the stand on the day. Bags cartons need to be sourced – wholesaler?
- **Cream teas** – scones (bought in)/jam/cream and cup of tea
- **Ice cream van** (on field away from village probably) – **Melvin Brown** has agreed to donate £100 (£50 if the weather is wet) and 50 bags of candy floss for resale. **Neil Dalby** to ask about more bags of candy floss and even use of the machine

### 4- CENTRAL AREA

- **Neil Dalby** confirmed the scout band cannot attend – **Leigh Anne Mills** to ask Air cadets if they can attend.
- **Neil Dalby** put out a request on Facebook but received nothing back
- Football tournament/skills demo – **Mr Redpath** to confirm (via **Mrs Fuller**) if he could set up a mini tournament in the central arena
- South Staffs Acrobatics - Helen Phillips has sent a message to see if interest is there. **Helen Phillips** to chase
- Fit Steps – **Helen Phillips** confirmed that Fit Steps will do a demonstration in the central arena
- School choir performance has been confirmed with Mr Redpath
- Progressive sports to be contacted to see if they can be involved – **Mrs Fuller/** to contact
- Schedule of displays needs to be arranged – **Helen Phillips**

### 5 – ‘MARKET PLACE’

Agreed a fee of £15.00 will be charged. Stall holders will be made aware that space is weather dependent – if it rains and the fayre moves inside, the market will be cancelled due to lack of space and booking money will be fully refunded. 8 stalls in total allowed. **Helen Phillips** to prepare invitation letter and booking form. Confirmed so far:-

- O So Sweet
- Forever For Life
- Shabby Chick
- Wooden Toys

It was agreed that Newlife should be charged the booking fee despite their request to attend F.O.C **Helen Phillips** to notify Newlife of decision. It was also agreed that Shabby Chick should be allowed a stall F.O.C given that it is the wife of Adam who

provides all the inflatables without charge and allows PTFA to take all proceeds!  
**Helen Phillips** to return cheque to Tracy Barclay-Faulkner

## 6 - PROGRAMME DESIGN

- **Mrs Fuller** reported that the 'design the front page' competition had been discussed among staff and children would be doing their designs in the next week or so. **Mrs Walsh** to agree the 'winner' and pass design back to PTFA so that it can be put on the front of the programme. A number of 'runners up' to be chosen and posters displayed around the school building
- **Emma Wedge's** husband lined up to design and set out the programme if Sally Youll is unable to do it this year due to moving house. **Nell** to confirm. **Helen Phillips** to send Emma last year's programme.

## 7 - PUBLICITY

- Banner for the school fence used in previous years cannot be used this year as it has 'Saturday' on not Sunday. **Neil Dalby** to source vinyl stickers to change to Sunday – suggested Kazoo Print
- **Neil Dalby** received a quote for new/additional banner for the front gate – to be finalised at later date (only 2 days needed for printing)
- **Neil Dalby** to put a request out for people working in the promotions/publicity industry to see if banners can be sourced cheaply or for free.
- Bunting will need to be put up in the week before the fayre – possibly one evening  
**TBC**

## 8 – PRIZES – Baker Ross/wholesaler

- List to be put together once stalls are all confirmed – **Nell** to finalise and ensure ordered in time for fayre

## 9 - WHOLESALE SHOPPING LIST

- PTFA stock-take took place on 13<sup>th</sup> June and a 'shopping list' has been started. Volunteers to do a wholesalers run – **Helen Phillips; Leigh-Anne Mills, Nell Pursehouse, Sarah Edgar, Sarah Sprason. Date to be agreed**

## 10 - DONATIONS

- **Sarah Edgar** to organise Crazy Cups – buying of cups and 'lids' with instructions. The cups need to go out on 20<sup>th</sup> June at the latest, bring back on 25<sup>th</sup> June with reminder text going out 27<sup>th</sup> June for those forgetting. **Neil Dalby** to try to source elastic bands. Instructions to be on the lids. Possible volunteers to collect on the 25<sup>th</sup> – **Helen Phillips, Caroline Langford, Rosemary Green, Kerry Tranter?**
- Years 3-6 will be asked to donate chocolate, bottles, pamper items and tins/cans for the tombola. Date to bring in will be Wednesday 25<sup>th</sup> June with reminder text going out on 27<sup>th</sup> for those forgetting. Items to be handed in to class teacher
- General items including CDs, DVD, books, nearly uniform will be accepted anytime up to 4<sup>th</sup> July and to be handed in to the school office

## 11 - GRAND RAFFLE PRIZE DRAW

- Raffle prizes – **Neil Dalby** continues to source prizes and **Helen Phillips** to update poster to be displayed on PTFA Notice Board and around school

- Raffle tickets –15,000 have been received. **Helen Phillips and Leigh Anne Mills** organised distribution to staff and pupils. Need to push sales – extra books available from school office. **Leigh-Anne Mills** agreed to collect returned ticket stubs and money and start putting into the tombola

## 12 – VOLUNTEER COORDINATION

- Scout help – **Rob Ryder** will ask his older scouts for help on the day. **Neil Dalby** will ask at Explorers for help as well. **Leigh-Anne Mills** will ask Air Cadets
- **Mrs Fuller** to chase teacher helpers – **DEADLINE SET OF 20<sup>TH</sup> JUNE**
- Volunteer request – **Neil Dalby** to send request email out (once stalls have been confirmed) and check Parent Volunteer Register located in Reception area. Volunteers need to be contacted.

## 13 - EMERGENCY SERVICES ATTENDANCE AND H&S REPS

- **Hollie Horton** has booked the attendance of the Fire Service – **Neil Dalby** has confirmed the correct date is booked
- **Mrs Walsh** has booked the attendance of the Police Community Support Officers
- St John's Ambulance – quote given was £88.00 so rejected.
- Staffordshire Search and Rescue cannot attend
- First Aid cover will be provided by **Rob Ryder, Michaela Kerr and Mrs Testel** – Signage to be displayed on the day stating this

## 14 - WET WEATHER CONTINGENCY PLAN

- If it is raining, the market place stall holders will be refunded as space will be needed inside. All have been informed of this and booked on this basis
- If it rains, the fayre will need to be held in the KS1&2 halls – **Nell Pursehouse** suggested postponing until September

## 15 – AOB

- Theme – football (World Cup final in the evening)
- **Emma Wedge** – to source Fayre Opener (Wolverhampton FC Mascot?) if not **Nell Pursehouse** to ask Les Bullock (Chair of Governors or Mrs Walsh)
- **Jo Burton** to possibly borrow coin counting machine
- It was suggested that on the day, there are two money counters in KS1 staff room to start the money counting to reduce the need after the event. Control needs to be kept as to which stalls monies came from. **Sarah Sprason** to manage floats and coordinate counting. **Kerry Tranter** offered to start counting the money from 4pm onwards
- Better organising/coordination of rubbish bins on the day
- Eco reps on litter picking duty? Mrs Fuller to enquire with Eco Team
- Newly purchased PA system to be utilised on the day – in central arena on staging
- Football mascots **Emma Wedge** to find about Wolverhampton FC mascot

## 16 - DATE OF NEXT MEETING

Tuesday 24<sup>th</sup> June @ 7pm KS1 staffroom