



Five Ways Primary School PTFA

PTFA Meeting

Tuesday 20th May 2014

KS1 Staffroom

Present: Nell Pursehouse, Helen Phillips, Emma Wedge, Sarah Edgar, Neil Dalby, Mrs Mander (Teacher Representative), Kerrie Tranter, Leigh Anne Mills, Sarah Sprason, Michaela Kerr

Special thanks go to Sarah Edgar who brought in cakes!

Actions are in **Bold**

Due to time constraints, and the importance of Summer Fayre, the original agenda was diverted from somewhat...

1 - Apologies: Angie Madge, Jo Burton, Carolyn Griffiths

2 – Minutes and Actions from 6th May meetings

- Extraordinary Meeting (EGM) - Account queries still out standing after being returned by the auditor. **Neil Pursehouse** to chase **Scott Saunders**
- Summer Fayre Planning Meeting - See points below

3 - Summer Fayre planning/updates

The list of points from previous meetings will be added to and updated in order to monitor progress.

- 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.** Chair to be volunteer / nominated!
- 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
- Ice Cream Man –**Neil Dalby** to negotiate a deal with Melvin Brown
- Band – Neil Dalby confirmed the scout band cannot attend – **Leigh Anne Mills** to ask Air cadets if they can attend. Otherwise put out requests on Facebook
- Inflatables have been booked – need to confirm which will be present – **Neil Dalby**

- Raffle prizes – **Neil Dalby** continues to source prizes.
- Banner for the school fence – 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)
- Go karts or similar activity for the top playground – **Neil Dalby** to ask Adam (inflatables man) if he can suggest or help
- Fit Steps – **Helen Phillips** confirmed that Fit Steps will do a demonstration in the central arena
- South Staffs Acrobatics - Helen Phillips has sent a message to see if interest is there. **Helen Phillips** to chase
- Theme – football (World Cup final in the evening)
- Football tournament – Mr Redpath to confirm (**via Mrs Walsh**) if he could set up a mini tournament in the central arena
- Hot Dogs – **Rob Ryder** has agreed to run the stall. Rob will bring cooking equipment but will need a gazebo. **PTFA to organise food stuffs for the day.**
- Scout help – **Rob Ryder** will ask his older scouts for help on the day. **Neil Dalby** will ask at Explorers for help as well.
- **Neil Dalby** to speak to Tesco for a deal on burger buns
- PA system – PTFA has purchased a PA system
- Raffle tickets –15,000 ordered – Expected delivery is 5th June. 3 books per family will be sent out. **Helen Phillips and Leigh Anne Mills** to organise
- Hot drinks/refreshments – it was agreed that hot refreshments will be served this year
- Volunteer request – **Neil Dalby** to send request email out and check Parent Volunteer Register located in Reception area. Volunteers need to be contacted.
- Stalls –Prizes/crafts – **Carolyn Griffiths** will source suitable crafts/prizes from the Baker Ross book. – dependent on which craft stalls will be there
- External Stall Holders '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.
- Schedule of displays needs to be arranged
- Need to organise a fayre opener – Chair of Govenors perhaps
- Football mascots **Emma Wedge** to find about Wolverhampton FC mascot
- **Helen Phillips** to organise a plea for donations letter
- **Sarah Edgar** to organise Crazy Cups – buying of cups and 'lids' with instructions
- Bunting will need to be put up in the week before the fayre – possibly one evening TBC
- Hot dog stall – Neil Dalby to speak to Rob Ryder to find out last years requirements stock wise
- Will Ryder has confirmed he will not be able to be the goalie for 'beat the goalie' stall – need to source goalie
- Face painting – covered by PTFA/school volunteers
- PTFA Cupboard stock take – Tuesday 3rd June @ 7pm
- Next summer fayre planning meeting – Tuesday 10th June @ 7pm location to be confirmed.

3 - Film night –21st May at 6.30pm in KS1 hall for year 5 & 6 pupils only. The latest Johnny English film will be shown. Volunteers arriving at 5.30 to set up – pop corn will be started asap. Chair layout will be decided on the night depending on space. The new PTFA purchased PA system will be tried for the first time and a screen from school will be used.

4 – Uniform Try on day – Friday 23rd May **Sarah Edgar** and **Helen Phillips** to help in the morning session and **Michaela Kerr** to run the afternoon session

5 – Bags2School – 18th June – **Kerrie Tranter** to sort the bags for distribution

6 – End of term parties – **Michaela Kerr** to lead. Michaela is awaiting reply to her email to Mrs Mander regarding her requirements. – no tickets to be issued in order to speed up[the arrival of the kids – check in will be just ticking off list. PTFA look into running the discos themselves using borrowed equipment and PA system. Separate years 1 & 2 parties.

7 – Next meeting – Summer Fayre Planning – Tuesday 10th June. Location to be confirmed.