



Five Ways Primary School PTFA

Summer Fayre Planning Meeting

Tuesday 6th May 2014

KS1 Staffroom

Present: Nell Pursehouse, Helen Phillips, Emma Wedge, Sarah Edgar, Neil Dalby, Andrea Batey, Mrs Walsh (Head teacher), Scott Saunders, Rosemary Green, Carolyn Griffiths, Kerry Tranter

Apologies: Angie Madge, Jo Burton, Leigh-Anne Mills

Special thanks go to Sarah Edgar who brought in cakes!

Actions are in **Bold**

1 – Summer Fayre

Due to time constraints, not as many points were addressed as hoped, but a summary is below and all actions to be followed up by the new sub-group at their first meeting.....

- A sub-committee was 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!
- Sub-committee Planning meeting is scheduled for **Tuesday 3rd June at 7pm in KS1 Staff Room.**
- Hollie Horton has booked the attendance of the Fire Service – **Neil Dalby** to ensure the correct date is booked
- Mrs Walsh has booked the attendance of the Police Community Support Officers
- **Neil Dalby** to look into booking St John's Ambulance
- Ice Cream Man – **Sarah Edgar and Neil Dalby** to ask their local ice cream men for interest
- Band – **Neil Dalby** has asked the band at his scout group for their attendance – need to confirm (hopefully in the next 2 weeks). The hope is that the band will play some music for the opening and then do a display in the middle of the afternoon. The band has been asked to stay for the duration so kids and visitors can try the instruments etc. A donation bucket has been agreed for the day so the PTFA does not need to pay.
- Inflatables have been booked – need to confirm which will be present – **Helen Pursehouse**
- Raffle prizes – **Neil Dalby** continues to source prizes.
- Banner for the school fence – this was brought up to publicise the event
- Go karts or similar activity for the top playground – **Helen Pursehouse** 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.
- PA system – need to organise as Richard Comley (Dolphin Media) who normally supplies the equipment FOC can no longer help out – **Nell Pursehouse / Helen Phillips**
- Raffle tickets – **Neil Dalby** to organise – proof to be generated for signing off and to ask about 15,000 rather than 10,000
- 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 – a list of stalls from last year was circulated and a copy of the prices charged and profit made (see attached). All agreed to look through the list and see which need to be scrapped and which new ones can possibly be introduced. Other items agreed:-
 - Face Painting – cost increased to £2.00
 - Hair spray £1.00
 - Crazy Cups – yes as they are always very popular
 - Coconut Shy – Sue Toon has agreed to get the coconuts
 - Beat the Goalie – Scott’s nephew is not able to attend this year. Could be a Year 6 stall?
- Prizes – **Carolyn Griffiths** will source suitable prizes from the Baker Ross book.
- External Stall Holders ‘Market Place’ – we should consider inviting a small number of outside stall holders to attend – charge £10 and a prize donation (e.g. bottle for the bottle tombola).

3 – Any other Business

Film night –21st May at 6.30pm in KS1 hall for year 6 pupils only. The forms for voting the film to be play will be sent out ASAP – **Helen Phillips** to organise. Unfortunately Richard Comley is now unable to supply the equipment for the film night. **Helen Phillips** to ask **Mrs Walsh** and ‘FantastICT’ about a PA system and screen. ICT Co-ordinator to be asked too. Basic refreshments and popcorn to be sold on the night if it goes ahead. **Neil Dalby** to send volunteer request email.

4 – Next Full Meeting

Tuesday 20th May, 7.00pm in KS1 staff room – Agenda to follow

NB. **Summer Fayre Planning Meeting (sub-committee only), 7.00pm on Tuesday 3rd June** in KS1 staff room

‘Super Hero’ Themed Summer Fayre
Saturday 22nd June 2013, 2.00pm – 5.00pm

STALLS

Stall	Manned By	Notes (what’ s needed)
Mask Making	Teacher TBC	<ul style="list-style-type: none"> Scratch Art Masks
Face Painting	Reception Teachers + Jo Sedgley; Louise Wilkes (PTFA)	<ul style="list-style-type: none"> Face Paints Mirror
Hair Spray	Zoe Platt	<ul style="list-style-type: none"> Hair Spray; Aprons
Bouncy Castles & Inflatables	Adam (Air Bouncy)Sonia Turley + Teacher TBC	<ul style="list-style-type: none"> Roller Balls Large & Small bouncy Castles
Meet your Favorite Super Hero’ (Photographer)	Steve Addison Photography info@steveaddison.com	<ul style="list-style-type: none"> Super Hero Backdrop – provided by photographer
Tombola	Clare Gleeson	<ul style="list-style-type: none"> Chocolate, Bottles, Pamper donations Tombola ; raffle tickets
Crazy Cups	Claire Black / Helen Phillips	<ul style="list-style-type: none"> Hoola Hoops x 3; Beanbags; Filled Crazy Cups
Guess the Baby (Teachers)	Year 6	<ul style="list-style-type: none"> Baby photographs from Teachers Prizes
Coconut Shy	Katy Toon	<ul style="list-style-type: none"> Coconuts ; stands; balls
Lucky Dip	Lauren Turley	<ul style="list-style-type: none"> Bin Prizes
Beat the Super Hero Goalie	Chris (Scott’ s nephew)	<ul style="list-style-type: none"> Prizes Goal posts; Football; Costume
Book Stall	Angela Madge	<ul style="list-style-type: none"> Donated Books
Toy Tombola	Michelle Coates	<ul style="list-style-type: none"> Donated toys; Tombola; Raffle Tickets
Grand Raffle Prize Draw	Scott Saunders	<ul style="list-style-type: none"> Table & Prize display; Tombola Raffle tickets sold on day
Sweets in a Jar	Scouts TBC (Rob Ryder)	<ul style="list-style-type: none"> Sweets from Nell (South Staffs Water)
Ball in the Jam Jar	Scouts TBC (Rob Ryder)	<ul style="list-style-type: none"> Jam Jars; Ping pong balls Prizes
Hook a Duck	Year 6	<ul style="list-style-type: none"> Ducks ; Hooks; Paddling Pool Prizes
Crazy Sand	Sarah Sprason	<ul style="list-style-type: none"> Crazy Sand Bottles
Tattoos	Andrea Batey	<ul style="list-style-type: none"> Tattoos
Nearly New Uniform	Carolyn Griffiths	<ul style="list-style-type: none"> Donated uniform; Rails; Hangers

School Logo items	Helen Phillips	▪ Pens, rubbers, rulers etc
PTFA Stall	PTFA Members – rotating?	▪ Welcome Booklet; Event flyers; Leavers T-shirt etc
White Elephant	? TBC	▪ Donations of items you might take to a car boot or jumble sale
Punch Ball Balloons	Carolyn Griffiths	▪ Punch Ball Balloons; ▪ Prizes
Healthy Soles Reflexology	Janice Smith	▪ Contact <u>Tel: 07968 806257</u>

Refreshment Stalls

Stall	Manned By	Notes
Hot Dogs	Rob Ryder & Victoria Rimmer	▪ Baps; Onions; Sausages; napkins; ketchup
Pop Corn	Andy Sprason	▪ Popcorn machine sorted
Drinks	Sue Toon	▪ Trip to Wholesalers – Kerry/Scott
Sweets	Sue Toon	▪ Trip to Wholesalers – Kerry/Scott
Ice Cream Van	Daves Ices	▪ Dave – 07980 035698 (confirmed by Scott)

Central Arena

Activity	Time	By who / Contact
PA System	2-5pm	Richard Comlay (parent) T
Official Opening of Summer Fayre	2.10pm	Les Bullock, Chair of Governors
Cannock Chase Drum Corps (arrive 1.30pm)	2pm – 2.30pm	Rachel Griffin - rachelgriff2@hotmail.com Tel: 07969 981918
Zumba Demonstration	2.30pm – 3pm	Niki Jones – niki.jones@btinternet.com (Confirmed by Jo Burton)
Lower Choir Sings - KS1 Hall	3 – 3.20pm	Lower Choir – Contact: Mrs Carder
South Staffs Acrobatics (Ellie Cartwright – pupil & 2 friends + gymnastics coach attending)	3.30pm – 3.45pm	Nicky Cartwright (parent) - 07904 006648 Will need gym mats. Bringing own music on CD
Super Hero Fancy Dress Competition	4pm	Mrs Walsh
Grand Prize Draw	4.30pm	Mrs Walsh
Larks Summer Fayre Adverts		PA system

Other

Activity	Time	Contact
PA System	2-5pm	Parent – Richard Comley
Fire Brigade	2-3pm	confirmed
Staffordshire Search & Rescue	NO	N/A
Ambulance	?	
Police Car	?	
St John’ s Ambulance	2-5pm	Confirmed
Nuffield Health (Goody Bags & Free Guest Pass)	2-5pm	Fran Kovacs – Tel: 01543 426531

Five Ways Summer Fayre 2013

Stall	Pricing	Sweet/Prizes	Colun 1p	2p	5p	10p	20p	50p	£1	£2	£5	Takings	Total	Coli	PROFIT
Gate #1	£1.00								£40	£40	£15	£678.90	£95.00		£583.90
Bouncy Castle 1	£1.00								£10	£30		£223.80	£40.00		£183.80
Bouncy Castle 2	£1.00								£10	£30		£281.70	£40.00		£241.70
Mask Making	£0.50					£2	£3	£5	£5			£24.50	£15.00		£9.50
Face Painting	£2.00							£5	£20			£177.00	£25.00		£152.00
Hair Spray	£1.00							£5	£10			£102.00	£15.00		£87.00
Tombola choc bottle	£1.00							£5	£10			£152.00	£15.00		£137.00
Crazy Cups Hula Hoop	£1.00							£5	£10			£223.00	£15.00		£208.00
Guess the Baby	£0.50				£1	£1	£3	£5	£5			£18.00	£15.00		£3.00
Coconut Shy	£0.50							£5	£5			£50.10	£10.00		£40.10
Lucky Dip	£0.50				£1	£1	£3	£5	£5			£86.10	£15.00		£71.10
Beat the Goalie	£1.00							£5	£5			£138.35	£10.00		£128.35
Book Stall	£0.20						£5	£5	£5	£10		£47.89	£25.00		£22.89
Toy Tombola	£1.00				£1	£1	£3	£5	£5			£80.90	£15.00		£65.90
Guess the Sweet Jar	£0.50				£1	£1	£3	£5	£5			£20.40	£15.00		£5.40
Crazy Sand	£2.50					£1	£3	£5	£5			£128.00	£14.00		£114.00
Tattoos	£0.50					£1	£3	£5	£5			£55.00	£14.00		£41.00
Punch Ball Balloons	£0.50					£1	£2	£5	£10			£67.70	£18.00		£49.70
Nearly New Uniform	£0.75				£5	£2	£3	£5	£10			£56.25	£25.00		£31.25
White Elephant Stall	£0.75				£5	£2	£3	£5	£10			£44.56	£25.00		£19.56
Refreshments	??				£10	£20	£30	£30	£50	£10		£405.88	£150.00		£255.88
Hot Dogs	£1.50					£3	£5	£10	£50			£340.36	£68.00		£272.36
Popcorn	£0.50					£1	£3	£5	£5			£95.50	£14.00		£81.50
															£2,804.89
YEAR 6 STALLS															
A minute to win it	£0.50				£1	£1	£3	£5	£5			£29.80	£15.00		£14.80
Hot Shot	£0.50				£1	£1	£3	£5	£5			£15.41	£15.00		£0.41
Fire a Celebrity	£0.50				£1	£1	£3	£5	£5			£30.95	£15.00		£15.95
Penalty Mania	£0.50				£1	£1	£3	£5	£5			£30.95	£15.00		£15.95
Shooting Alley	£0.50				£1	£1	£3	£5	£5			£17.75	£15.00		£2.75
Football Fans	£0.50				£1	£1	£3	£5	£5			£7.80	£15.00		£7.20
Hoop a Teacher	£0.50				£1	£1	£3	£5	£5			£18.85	£15.00		£3.85
Hook A Duck	£0.50				£1	£1	£3	£5	£5			£98.50	£15.00		£83.50
Dream Nails	£0.50				£1	£1	£3	£5	£5			£65.05	£15.00		£50.05
Knock Em'	£0.50				£1	£1	£3	£5	£5			£32.70	£15.00		£17.70
Disney Hit	£0.50				£1	£1	£3	£5	£5			£23.50	£15.00		£8.50
Booth Shooting	£0.50				£1	£1	£3	£5	£5			£24.49	£15.00		£9.49
Know it all	£0.50				£1	£1	£3	£5	£5			£15.50	£15.00		£0.50
Fiveways Get Me outta	£0.50				£1	£1	£3	£5	£5			£46.84	£15.00		£31.84
Misc (Floats mixed)												£67.05			£67.05
Donation from Ice-Man												£66.00			£66.00
Super Hero Photos												£10.00			£10.00
Donation from Healthy Soles												£10.00			£10.00
Raffle												£692.00			£692.00
															£1,093.14
													£0.00		
													£0.00		
Used				£0	£0	£38	£56	£114	£200	£370	£110	£15	£4,801.03	£903.00	£3,898.03
Available					£50	£100	£150	£200	£400	£110	£15		£1,025.00		
Spare				£0	£0	£12	£44	£36	£0	£30	£0	£0	£122.00		