



PTA Meeting Minutes

7th May 2014

Sub Committee Meeting - Summer Fair

Present:

- Alison Forster (Chair)
- Sally McLoughlin (Vice Chair)
- Helen Ryles-Dean (Secretary)
- Michelle Duncalf (Treasurer)
- Mrs Boulton (Teacher Representative)
- Max Derbyshire (Board Member)

Apologies

Next meeting: TBA

I. Welcome

Thank you for attending, it was decided we would have a sub meeting just for the summer fair and board members. It was felt it was easier to meet locally rather than worry the school for a late opening. Mrs Higginbottom was in complete agreement with this and the PTA is grateful of her continued support.

Chair shared a document she had put together to coordinate the Summer Fair, this to be emailed out. This was extremely comprehensive and covered all areas we would need to consider. It was agreed that last year was a fantastic event and there was no reason why this couldn't be the case this year.

In order to help with the co-ordination this year, it was decided to split the day into categories that each PTA member would be responsible for.

- Fair Coordinator - Alison Forster
- Fair Funds Coordinator - Michelle Duncalf
- Posters/Advertising - Sally McLoughlin
- Food/Drink Coordinator - Alison Forster
- Promotion Coordinator - Ruth Duglass
- Stall Coordinator - Helen & Michael Ryles-Dean
- Entertainment Coordinator - Maxine Derbyshire
- School Coordinator - Mrs Boulton

The following information was then discussed in more detail and a hard copy given to members.

Fair Coordinator - Roles & Responsibilities!

- To oversee the running of the Fair, to coordinate all staff, PTA, volunteers etc.
- To draw up 'To Do List'
- To create Map for Fair Set Up
- To liaise with Head-teacher
- To liaise with subcommittee.
- To keep all committee members up to date with the fair
- To produce detailed timeline / set up / etc.

Fair Funds Coordinator

- Required to access funds from PTA bank account to pay all suppliers
- To distribute funds to committee members for goods
- To keep receipts
- To prepare floats for the day
- Coins and money bags available from the bank
- To collect Raffle money, stubs, collate ticket allocation
- To collect stall money on the day, need to know what stall money came from so it can be correctly recorded.
- To cash and bank proceeds
- To work out price structure for each area to maximise profits
- Raffle Ticket Coordination - distribution / Collection

Posters / Advertising

- To design Summer Fair Posters
- To send out letters to parents promoting Fair
- To send out reminders to parents to bring in Items for stalls
- To Put up large banner / decorate school grounds prior to fair

Food and Drink

- Coordinate all refreshments stalls to include:
- Tea / Coffee
- Pimms
- BBQ
- Cake Stall
- Tuck Shop
- Ice Cream Van
- Food and Drink
- To Provide a Rota for Each Stall
- Set Up
- Clear Up
- Stock - Purchase

Promotion Coordinator

- Liaise with Sally
- Send out letters for Sponsorship
- Send out letters for Raffle Prizes
- Coordinate Raffle Prizes
- Contact Newspaper / local Monton Community Forum
- Contact Fire Brigade and any other service - liaise with Karen Ryan , Police

Stall Coordinator

- To oversee a Rota for Stalls
- To delegate Stall members
- To create stock list for all stalls - distribute
- To make sure each stall has correct equipment Inc. tables, Gazebos etc.

Entertainment Coordinator

- To oversee all entertainment for the day
- Sourcing:
- Children's entertainment - Bouncy Castle - Liaise with Michelle
- PA system
- Music
- Clown
- Lacrosse
- Sports
- Dance

School Coordinator

- To liaise with head teacher / school staff
- Getting Volunteers from school staff
- Promoting within school
- Set up times / allocation of rooms and school equipment to be used.
- Caretaker - liaison
- Year 6 coordinator - Stall
- Coordinate the tom-bola gifts / cakes/ raffle prizes sent into school.
- Collecting money from Raffle tickets and giving to treasurer.

The letter is ready to go out; Sally will change the date and send out. May be useful to add a list of items we need help with so we can get a feel for what support we will get.

The Banner and posters will go up ASAP, Helen to copy Posters and bring into school on Friday. It was agreed we would use the banner from last year, changing date & time.

Sally looked into the Farm coming, it was too expensive. £340 plus transport price.

Helen will liaise with Mrs Boulton to request students are allowed to attend school on the last day, May 23rd in their own clothes in return for a contribution to the bottle stall. Also if on Friday 13th June, students can attend school in sports clothes in return for a contribution to a tombola style stall, unwanted gifts etc. Helen & Michael Ryles-Dean are happy to collect the items from school, ticket and store them. The sports clothes coincide with the start of the world cup.

Year 6 Stall - it is suggested that the students complete a stall proposal, they need to commit to the stall and will have a £10 budget. The aim is to see how much they make. They will be given a £3 float. The profit will go towards a charity of their choice.

Everyone in attendance was really happy with the proposal.

Small bouncy castle for under 7

Slide bouncy castle

Large bouncy castle or soccer shoot out.

Time will be 12-3pm

List of entertainment will be handed out upon entry, statement of events to be advertised prior to the day.

Next Meeting

Date of next meeting to be advertised on the letter, Wednesday 11th June 2014.

To be held at Branwood, Mrs Boulton to arrange venue so we are able to invite all parents who would like to support and be part of the day.

Actions – See throughout minutes

Meeting Closed – 8.20pm