

# MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

## Committee Meeting

04/06/19 8.00PM | Meeting called by Tracy King

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### Committee members

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Tracy King (Chair) | | Joanne Pollard (Events Manager) | Julia King (Fundraising Manager)

Apologies: Anna Hills (Treasurer) | Lisa Shaw (Secretary) | Sarah Riggott (Vice Chair)

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### Item Discussion

1. **Minutes from previous meeting: 23<sup>rd</sup> May 2019**  
**Action points discussed during the meeting**

2. **Treasurer Report**

**Tk set up payment for £297.00 for book bags**  
**£70.00 for Y4 trip**

**Hoodies payment needs setting up. Total £996.00**

Treasurers report 04-06-2019

Balance £12,475.43

Funds in:	Lucky numbers	£2
	Green man	£316.40
	Hoodies	£17.75
Funds out:	Chorley's Angels	£60
	Simon Field	£140

Funds still to bank (will bank on Saturday):

Hoodies: £450.50

Disco: £768.8

Summer fair: £15.00 (Stall holder)

Total £1234.30

**ACTION: AH to accept payments**  
**AH to bank cash/cheques**

3. **DBS**

TK handed back DBS form to JP.

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**Item Discussion**

**Funding**

**4. Football Kit**

Harry paid invoice for £316.40

**5. Daily Mile Track**

LCC confirmed the works. Meeting between TK, MG, Sodexo and DCM to be arranged.  
DCM 5-year Guarantee.

**6. Leavers Books & Hoodies**

**Hoodies**

**ACTION: TK to agree proof and set up payment.**

**Yearbook**

All information received.

Photos still not received from:

Blake Gazal

Mya Ryan

Blaine Heyworth

Keiron Farrington

**ACTION: TK to finish Leavers Book this week**

**Events**

**7 New reception parents evening on Thursday 6<sup>th</sup> June**

All action points completed.

Bags are ready for Thursday

**Tasks**

- **Hand out book bags and selling raffle tickets TK**
- **Set up and uniform stall TK & AH**
- **Set up drinks and snacks TK set up JK and LS to run**

**8 Summer Fair**

Summer Fair taking place on Saturday 22<sup>nd</sup> June.

**ACTIONS: TK to laminate Stall Posters**

**TK /JP to source prizes for the games**

**TK to produce requirements sheets for each stall**

**TK to create and send Year 6 volunteer letter**

**TK to create volunteer form for staff and put up in the staff rooms**

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**Outside Agencies: All Confirmed**

**First Aid: Chorleys Angels: confirmed. Invoice Paid**

**Bouncy Castle: SJ Enterprises**

**Rodeo Bull: TK got price reduced to £250.**

Rodeo Bull £2 a g. Glenn to run. Clipboard of times. Winner.

**SJ Enterprises confirmed that it would be better on soft ground and that they will bring a generator.**

**Photo station: Charlotte Hughes: confirmed**

**Rythmicality: Woody Meet and Greet**

**Programme:**

Harry put a Wild West theme to the Programme. Still need to finalise some of the sheets yet. The Lucky Numbers page needs to be as it was for advertising purposes.

Information for the programme:

Page	Content	Update
1.	Front Cover	Complete
2.	Advert (SJL)	Complete
3.	TK blurb	Complete
4.	JW Blurb	Complete
5.	Programme of Events	TK to update the alterations
6.	Raffle Prizes	TK to update the alterations
7.	Competitions	TK to update the alterations
8.	Summer Fair Map	TK to update the alterations
9.	Summer Fair Map	TK to update the alterations
10.	Football Kit Sponsorship (GMM)	Complete
11.	Lucky Numbers	Complete
12.	Join the PFA	Yet to do
13.	Advert (Glam Glamp/TDK)	Complete
14.	Advert Hair on the Square	Complete
15.	Advert Sofa Ryan & NU Uniforms	Need Artwork
16.	True bearing	Complete

**TK updated the programme. TK has meeting with HL on Wednesday to finalise.**

TK emailed Little Explorers to see if they want the last slot.

**ACTION: TK to update the alterations and email to Harry for proofing**

**AH to check payments have been received**

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**Item Discussion**

**Match Funding: Jason Stott match funding,**

**Raffle Prizes – Confirmed**

**All raffle tickets sorted inc. sibling list. In school for dispatch Wednesday.**

**Letter says Friday 13<sup>th</sup> OOPs**

- iPad
- Renaissance hotel – overnight stay for 2 Manchester
- £100 Hair on the square
- £50 Papa Luigis voucher
- £50 John Lewis Voucher
- Sofia Ryan Hamper
- Glamorous Glamping
- Blackpool Pleasure Beach 2 for 1
- David Lloyd 14 day pass plus Healthy Living Hamper
- Tesco Buckshaw Hamper
- Magnum of Prosecco
- JSK dance lessons
- 12 cupcakes from Tanyas baking
- £15 Nu Uniform Voucher
- Big Bang Photography
- Clip n Climb

JP concerned that Hair on the Square is now 3<sup>rd</sup> prize and differs from the raffle tickets.

**ACTION: TK to put out FB post to apologise for the wrong date.**

**Stall holders**

- Pampered Divas (Paid)
- Sweet Treats
- Tanya's Baking
- TKD
- Charlotte Hughes
- Crazy Kids Club
- Ruby and Blu

**ACTION: JK to organise set up.**

**AH to confirm payment has been received.**

**Refreshments**

- BBQ (serving burgers and cheeseburgers, hot dogs and corn on the cob)  
Gary ordered burgers and sausages
- Drinks: Split the drinks between the BBQ and Fruit Bar
- Fruit Bar: Strawberries, melon, grapes.
- Ice Cream
- Tea and Coffee

**ACTION: Gary to increase burger order to 200 from 150.**

**TK to speak to Gary about Burger buns and Hot dog buns**

**TK to buy the following**

**Shopping List: Napkins**

**Cheese (Mature cheddar) x4**

**Ketchup large**

**Mayo small**

**Ranch sauce**

**Foil trays**

**Cups**

**Antibacterial wipes**

**48 x Coke**

**96 x diet Coke**

**48 x Fanta**

**48 x diet 7UP**

**48 x Vimto zero**

**150 x Water**

**Competitions**

- Fancy Dress
- Tag Rugby- MUGA
- Sack Race: Committee decided to do sack race if needed.
- Bucking Bronco
- Welly Wanging
- Tug 'o' War

**Entertainment by Simon Presents**

**Special Guests: Woody and Jessie**

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**Item Discussion**

- Face painting
- Nails
- Hair: Annalee CONFIRMED
- Tattoos

**Emergency Services**

**Police Horses: TBC**

**Mountain Rescue: TBC**

**Arena Order**

**JK altered the Arena Order to:**

Welcome	12.00
School Choir	12.05
JSK Dance	12.10
Fancy Dress Competition	12.40
Woody Arrives	12.55
Flic Flac Gymnastics	13.00
TKD	13.15
B4 Y6 Boy Band	13.30
Chinese Dancing	13.45
Tug o War	14.00
Woody Departs	14.30
Comp. Winners announced	14.35
Raffle	14.45
Close	15.00

**Games:**

- Tag Rugby
- Hobby Horse
- Lucky Shoe horse
- Hook a Duck
- Cactus Hoopla
- Tin-can alley
- Pin the moustache on the cow
- Panning for gold
- Lucky dip:

**ACTION: JP to buy barrels: B&M Can use as props and bins**

**TK to create obstacle course using tippees and fire props**

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**Item Discussion**

**TK to make cactus with spike to go straight into the grass**

**TK to source cans**

**Organise someone to run Tag Rugby**

**JP to back the poster for cow and organise**

**JP to organise panning for gold**

**JP to organise Lucky dip**

**JP to organise Tin Can Alley**

**Source volunteers for games**

**Props**

Stocks (SR)

Back drop MUGA or gale end

Wild Wild West Signs: Front gates

USA Flags x 2: Front gates

Horse Box

Sheriff Car Hunters Lodge? Given them business card awaiting reply

**ACTION: TK to ask teachers if they will do soak the teacher.**

**TK to collect stocks from SR.**

SR suggested feather flags with the PFA logo on for the summer fair.

**ACTION: SR to order feather flags**

**Selling**

Cowboy Hats: £1.99 Party Delights

Little USA Flags £2.49/120

Bubble wands: **ACTION: TK bought 48**

Punch balloons: **ACTION: TK bought 50**



**ACTION: TK to create volunteer sheets to put in both offices.**

**Roles and Responsibilities**

**Julia:**

- **Fri: Set up the Arena**
- **Sat: Welcome the vendors and volunteers**
  - Organise the Arena**
  - Raffle**

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**Item Discussion**

**Anna:**

- **Fri: Organise transport of the freezer & organise the tombolas with LS**
- **Run the bottle tombola and make sure the others are running fine**
- **Consolidate Finances**

**Lisa:**

- **Fri: Organise tombolas**
- **Sat: Ice cream/Fruit Bar/Drinks/Tea & Coffee**

**Jo:**

- **Fri: Organise the games and BBQ**
- **Sat: BBQ and games**

**TK asked NT to help set up Friday night**

**TK:**

- **Fri: set up marquees and organisation of resources**
- **Sat: Organise the fair**  
**Consolidate the finances with AH**

**Volunteers List Need volunteers for BBQ x 1**

**Balloons and novelties x 1**

**Games x 7**

**Beauty x 3**

**Tag Rugby x 2**

**Welly wanging x 1**

**AOB**

**Next Meeting and Consecutive Meetings**

**Thursday 13<sup>th</sup> June: Jo's**

**Tuesday 18<sup>th</sup> June: Bobbin Mill**

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