

# MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL  
PARENTS and FRIENDS ASSOCIATION  
EVENTS SUB-COMMITTEE

08/06/2017 9am | Meeting called by Tracy King

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## In Attendance

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Tracy King (Chair) | Julia King (Vice Chair) | | Jo Pollard (Assistant Secretary) |

Apologies: Kate Moss (Secretary) Sarah Riggott (Treasurer) | Lisa Butcher (Assistant Treasurer) | Angela M (Publicity) | Claire Butler (Publicity)

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## Approval of Minutes- previous meeting

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The minutes of the first meeting, held on the 16/05/17 of the events sub-committee were agreed and circulated.

The following matters not covered elsewhere on the agenda arose from these minutes:

- Chorleys Angels were confirmed & booked but JK just needed to fill out the official forms and submit to them for the event.
- TK showed the finished HI VIS/T-shirts/Charity Buckets with Logos on for approval for our future events, all members were in agreement they looked good.
- Need to re-visit DBS clearance in line with our policies when TK has had a confirmed reply fro LCC and can update the team.

**Action - TK to update on DBS**

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## Publicity update

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JK reported the summer fair brochure has had good response for advertising and it was agreed we need to follow up on

- confirm all parties being featured and where they are going
- agree central page ( fair what's happening page)
- construct a welcome/intro page
- arena events timetable agree/publish
- possibility of having student design front cover? (Run as an in school comp?)

**Action - Committee to follow up at next meeting and look at dates for last draft/print/distribution.**

TK updated that HL doing the SB would look into the banners for us and we would get an update for our next meeting on the progress of this?

**Action - TK to liaise with HL on the marketing banners and report back to committee.**

Newsletter was passed over to JP in the absence of AM and this has been produced in draft stage, emailed to TK for 1st approval 7/07/17 and amendments to be followed up on.

**Action - JP & TK to discuss in next committee meeting with an anticipation to get the document published**

before the month's end.

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## Summer Fair

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JK gave us an update on businesses on board and where the prize committee are upto but expressed additional need for support on this. JP offered to help where necessary.

**Action - JK & KM to update at next committee meeting and delegate tasks to additional members if needed.**

Raffle was discussed with current prize proposals as follows:

- 1st - Ipad ( JK to get written confirmation from Redrose on this
- 2nd - Tesco Hamper £100
- 3rd - Matalan Vouchers ( JP to chase husband )

the following to be considered

- Papa Luigis £20 meal voucher and they've bought advertising
- Family Meal Subway
- Hub Haircut
- Family Splash Pack
- Dominos voucher
- x 2 Stella & DOT OFFERINGS
- Treat Kitchen sweetie hamper
- Aldi still to confirm check with AM on this ?

additional to this we are sending letters to

- Blackpool Leisure
- Centre Parcs ( Winfell)
- Riby Hall Spa & Shawhill golf/spa

additional ideas of more prizes

- Lakeland voucher for cake comp prize
- Doorway to heaven (furniture)
- Leyland Golf
- Charnock Farm & Avant Garden Centre
- Retreat @ Addlington Meal Voucher
- Filling factory

**Action Tk to confirm prize listing for producing raffle tickets**

**Action JK to get written confirmation from Redrose on raffle prize offering.**

With regards to food stalls for the SF see as follows:

1. Barbecue - TK & JP nominated partners to cook on barbecue and JP offered to help here on the day too. Thought we could champion it as the Dad's Barby! Additional helpers needed and still to confirm Barbecues? HIRE/AQUIRE? JP made a suggestion to keep the offering simple: Burgers - Buns - / Sausages - FRolls/ Onions/ Cheese/Sauces
2. Strawsberrys and cream stall
3. Cakes & Refreshments Tea/Coffee/Soft Drinks TK Afternoon tea suggestion? JK voiced opinion not having homemade soft drinks and other members agreed to keep it simple and buy in these.

4. Popcorn/Candy Floss/Sweets
5. Ice Cream Van JP to co-ordinate with AM to confirm who business is going with and update at next meeting.
6. TK,JP & JK decided to remove additional fruit options due to lack of purchasing at the tuck shop.

**Action Committee to confirm what we are doing about Barbecues**

**Action TK to proposed afternoon tea to committee and get agreement**

**Action JP to buy candyfloss committee to agree on QTY?**

**Action AM ice cream van confirmation do we need it formalising? (JP will ask AM)**

TK confirmed to compile lists of stalls with required volunteers in order for us to circulate and get the required volunteers to run stalls.

**Action TK to present list at next meeting and update on this.**

With regards to the cake competition JP will look at producing publicity poster and sort out the prize.

**Action JP to update by week ending 16/06/17**

On the Welly Toss we confirmed to have a list of recorded scores and then at the end we would confirm a winner. (Prize to be confirmed).

**Action - need to acquire Wellies and someone to undertake following this up?**

For face painting, tattoos & glitter nails we still have to confirm whos to do this and find out Lyrs person who helped at the event?

**Action - again this needs to be championed by someone and followed up?**

Soak the teacher we need to confirm how we are to do this and if we are going to go with the idea from KM of filling up the tanks/pay to fill and the fullest tank will be tipped on the nominated teacher?

**Action - decide on how to and again we need someone to champion and follow through getting the equipment.**

Golf Game re-visit, do we purchase a whole in one or do we make?

**Action - re-visit at next committee meeting and who will champion this event??**

Photobooth idea to have seaside placards or vinyl backdrop /deck chairs/props, need to see if we can get a volunteer for this who is into Photography??

**Action - re-visit at next committee meeting and who will champion this event??**

Crafting activity paid/free? JP discussed with Tk & JK about perhaps AM running this if Messy Church can't and could perhaps run in conjunction with her business?

**Action - re-visit at next committee meeting and who will champion this event??**

Beat the goalie/Hook a duck/Coconut Shy need to confirm what's needed for these events/all still going ahead?

**Action - re-visit at next committee meeting and who will champion this event??**

Bean bag toss TK is making and championing this event.

**Action - TK to show committee members idea**

TK is going to have a look into deck chair hire

**Action - to follow up on this at next meeting of committee.**

Business stalls needs to be re-visited at next meeting and confirm who's already confirmed

**Action - need someone to follow up on this?**

Events arena needs to be confirmed and we need to review who's confirmed and who needs to be contacted, we need to fill timings as proposed:

12.00pm - 12.10 pm	Open welcome and program of events
12.10pm - 12.30pm	Event 1 (20mins)
12.30pm - 1.00pm	Event 2 (30mins)
1.00pm - 1.30pm	Event 3 (30 mins)
1.30pm - 2.00pm	Event 4 (30mins)
2.00pm - 2.30pm	Event 5 (30mins)
2.30pm - 3.00pm	Grand Raffle/close of fair and Thankyous

**Action - re-visit at next committee meeting and who will champion these events??**

Final note on summer fair JK expressed an action to thank companies already donated prizes via social media (FB from ours to there's). Additionally we will formally thank via letter after the event.

**Action KM & JK to co-ordinate on this.**

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## Other matters & Upcoming Events

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With regards to the **school disco** we need to poster around school, publish through social media and remeber it comes quickly after the school fair!

**Action TK needs to agree timetable for the KS1/KS2 and YR6 discos and what refreshments packs we are going to provide.**

**Action JP needs to produce flyer/poster to advertise event and needs to buy the glow stix from HBs.**

**Action KM needs to tweet/FB on social media about it when poster is produced.**

Leavers book is going ahead and TK confirmed that EM kindly offered to collate info for this years group and the year 6 teachers and pupils will also help to pull together.

**Action Committee need to choose a CM champion for this and agree on where this will be produced and at what cost?**

We need to decide if we are going to have a refreshments stand at the school sports day to provide drinks and snacks to parents.

**Action - look at it at next meeting and get committee agreement/commitment.**

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### Next Meeting

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Tues 13//06/17, 8PM, 4 Patricroft Drive

Meeting finished at 11.00am