

# MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

## Committee Meeting

13/06/19 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) | Anna Hills (Treasurer) | Lisa Shaw (Secretary) | Sarah Riggott (Vice Chair)

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#### Item Discussion

1. **Minutes from previous meeting:** 4<sup>th</sup> June 2019  
**Action points discussed during the meeting**

2. **Treasurer Report**

**Balance: 12.475.43**

Credit:

Hoodies: £450.50

Disco: £768.8

Summer fair £15.00 (Stall holder)

Blush £45.00 advert

Gymworks £15.00

**Debit:**

Sam Holland: £21.00 Lucky Numbers

School £297.00 Book Bags

SPC £996.00 Hoodies

School £70 ELR Y5

3.

**Funding**

**Daily Mile Track**

Update: Jo has been in touch with Sodexo and DCM this week. Still waiting for the date for works to begin.

**Leavers Books & Hoodies**

**Hoodies**

In production: Due 24<sup>th</sup> June

**Yearbook**

See draft. Committee decided it needed a new background as it was too white.

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**Item Discussion**

4.

**Drumming Workshop Year 2: Roughly £90**

The cost is £590. Music budget is paying £250, they have asked the parents for £3 each child and wondered if we could pay the remainder towards it too? This is likely to be around £90.

5.

**Events**

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

£700 in sales

Successful evening in terms of sales. Bit chaotic with children present although parents enjoyed the children handing bags out and tallying up the uniform. Try if possible, not to have children there. Short of volunteers on the night.

6.

**Summer Fair**

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

**Donations tomorrow: JK and GP Brookwood: Collect all items and bring to Unity**

**TK and LS Unity: LS to collect from classes while TK organises donations**

**TK got veg boxes from Tesco to organise items**

7.

**PROGRAMME**

Printed. Hand out in book bags.

**ACTION:**

**AH to check payments have been received. Invoice companies if they haven't yet paid.**

**JK to hand out 5 copies to each company**

**SJL £80**

**Hair on the Square £80**

**True Bearing £80**

**Glamping £45**

**Lancs TKD £45**

**Blush £45**

**TK to create invoices for SJL, Hair on the Square and True Bearing. The rest have paid.**

8.

**RAFFLE**

Ticket sales: £229 so far

18 Raffle Prizes

- 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
- Subway
- Bobbin Mill
- Chorley Print Canvas

**ACTION:**

**JK to check she has all raffle prizes**

**JK to create spreadsheet and organise raffle on the day**

9.

**VENDORS**

- Pampered Divas
- Sweet Treats
- Tanya's Baking
- Lancs TKD
- Big Bang Photography
- Crazy Kids Club: FOC
- Ruby and Blu

**ACTION:**

**JK to organise times for vendors to arrive and responsible for them on the day**

**AH to confirm payment has been received £15 each Vendor. All paid apart from Sweet Treats.**

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**Item Discussion**

10.

**OUTSIDE AGENCIES: All Confirmed**

**First Aid: Chorleys Angels: confirmed**

**Bouncy Castle & Rodeo: SJ Enterprises**

**Rythmicality: Woody Meet and Greet**

**ACTION:**

**AH to organise payments to SJ Enterprises £250 for the Rodeo Bull and £50 to Rythmicality. To be paid via bank transfer.**

**AH to collect commission from SJ Enterprises after the fair**

**JK to organise times to arrive and responsible for them on the day**

**Woody to get changed in the disabled toilets.**

11.

**ARENA**

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

Lancs Taekwondo 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

12. Close 15.00

**ACTION:**

**JK to organise times to arrive and is responsible for them on the day**

**TK to organise: JSK dance: arriving at 11am for dancers to get their hair braided.**

**TK emailed Simon with the order in the arena.**

**MATCH FUNDING: Jason Stott match funding.**

**ACTION: TK to write letter to Barclays after the fair for how much we raised on the raffle.**

13.

**BBQ (serving burgers and cheeseburgers, hot dogs and corn on the cob)**

- Gary ordered burgers and sausages (Roughly £160)
- Gary ordered buns from Tesco (Free)
- Drinks and condiments bought
- BBQ checklist done

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**Item Discussion**

- TK bought items discussed last week
- Gary, Phil Davies, and Claire's dad and JP running the BBQ

**ACTION:**

**TK to source corn on the cob. Freezer coblets around 40.**

**TK to give £160 to Gary next week (raffle money or separate transaction?)**

**TK to organise all BBQ items ready for Saturday**

**TK to collect BBQ from JP**

**Committee to check the checklist**

14.

**FRUIT BAR/ICECREAM/REFRESHMENTS**

- Drinks: Split the drinks between the BBQ and Fruit Bar
- Fruit: Strawberries (in pots), melon (strips), bananas & oranges (separate?)
- TK bought pots and cream for strawberries
- Checklist done
- Tea and Coffee
- Random tuck and crisps
- Lisa and Mark Shaw to run on the day

**ACTION:**

**Quantity and Pricing to be decided by JP**

**Committee to check the checklist**

**Ice creams to be bought on the day dependent upon the weather.**

**TK to organise all items ready for Saturday**

**Jo going to cut the fruit on Friday night**

**TK to give pots to JP**

**TK to give Mr Freezes to JK to put in freezer.**

**AH to see if contact can get fruit cheap.**

15.

**COMPETITIONS**

**FANCY DRESS:**

People come in fancy dress. At 12.40 everyone in the Arena.

Adult and child winner announced in the Arena

Cost: Free

**ACTION: Mrs Walton to choose the winner**

**Prizes Bottle? Child Toy Story pack**

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**Item Discussion**

16.

**TAG RUGBY:**

Tag Rugby competition to take place in the MUGA. Winning team to be announced in the arena at 14.35.

Cost: Free

**ACTION: Someone to organise and run the day**

**Prizes TBD**

17.

**BUCKING BRONCO**

SJ bringing and setting up

Glenn to run the rodeo competition. Winner to be announced in the arena at 14.35. Adult and child??

Cost: £2

**ACTION: Prizes: Adult: Taurus Bull Cider from Aldi**

**Child: Cuddly Bull**

**AH to pay SJ Enterprises £250**

18.

**WELLY WANGING**

Taking place at the far end of the field.

Checklist complete

Winner to be announced in the arena at 14.35. Adult and child??

Cost: £1

**ACTION: Jos cowboy boot**

**Tape measure received**

**Someone to organise and run the day**

**Prizes: Wellies**

19.

**TUG 'O' WAR**

Carl Flemming organising and running on the day. Simon ask everyone who wants to be involved to meet Carl?

Dependent on how many teams are taking part will depend on where it will be and how long it will take. It is booked in the Arena at 2.00pm till 2.30pm

TK bought Tug o War kit

**ACTION: Prizes TBD**

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**Item Discussion**

20.

**ENTERTAINMENT by Simon Presents**

Simon to set up and organise entertainment throughout the day. Liase with JK for arena timetable.

21.

**RYTHMICALITY: Woody**

Committee to decide if horse and cart can attend on the day. Refer to insurance doc.

Woody arrives at 12.55 and is announced in the arena

Horse and cart outside in the car park

Woody sits with child on the cart. Parents take photo.

Cost £2 per child

22.

**BEAUTY BAY**

**FACE PAINTING:** Mrs Riley

**ACTION:** TK to organise resources

**NAILS:** Lucy Stott

Resources in filing cabinet

**ACTION:** TK to organise resources

**HAIR:** Annalee

**ACTION:** TK print off hair styles and organise Annalee

**TATTOOS:** Sandra Parker

Resources delivered from Baker Ross

Need bowl and water

23.

**TOMBOLAS**

**Responsibility:** AH

Donations day tomorrow.

TK, JK, GP and LS to organise donations.

TK got Tesco fruit boxes.

TK to bring plastic boxes to organise donations.

Checklist done

**ACTION:** TK to organise donations in boxes.

**TK to organise resources ready for Saturday**

**Volunteers:** Bottle: Anna and Dylis

**Sweets:** Claire Salters and mum

**Teddy:** Jess & Danni

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**Item Discussion**

24.

**GAMES**

**Responsibility: JP**

**Hobby Horse**

Volunteer: needed

Responsibility: JP

Cost: 50p

**ACTION: TK to finish making tippees and fires**

**Prize TBD**

**Layout TBD**

**TK to organise resources**

25.

**Lucky Shoe Horse**

Volunteer: needed

Responsibility: JP

Game bought

Cost: 3 throws for £1

**ACTION: Prize Keyrings**

**JP to organise resources**

26.

**Hook a Duck**

Volunteer: Mrs Walton

Responsibility: JP

Checklist done

Cost: 50p

**ACTION: JP to organise resources**

**Prize: Little Ducks**

27.

**Cactus Hoopla**

Volunteer: needed

Responsibility: JP

Cost: 3 throes for £1

**ACTION: TK to make cactus x 6**

**Borrow Hoola Hoops from school**

**TK to organise resources**

**Rules & Prize TBD**

28.

**Tin-Can Alley**

Volunteer: needed

Responsibility: JP

Windbreaker in garage

Cost: 3 throws for £1

**ACTION: JP to make Tin Cans into Toy Story**

**Need Toy story Ball**

**JP to organise resources**



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**Item Discussion**

**Rules TBD**  
**Prizes: Wagon Wheels**

29.

**Pin the moustache**

Volunteer: needed

Responsibility: JP

Cost: 50p

**ACTION: JP to organise**

**Rules TBD**

**Prize: Milky Bar Buttons**

30.

**Panning for Gold**

Volunteer: needed

Responsibility: JP

Cost: 50p

**ACTION: JP to organise**

**Prize: Gold Bars**

31.

**Lucky Dip**

Volunteer: needed

Responsibility: JP

**ACTION: JP to organise**

**Rules TBD**

**JP to sort prize**

32.

**Balloons and Novelties**

Volunteer: Aidy Riggot

Selling: Punch balloons £1

Bubble Wands £1

Sneaky Snakes £1

Fans £1

Water Guns £1

Liquorice Whips 50p

33.

**PROPS**

**Stocks (SR)**

TK asked staff if they will do soak the teacher

**ACTION: TK to collect stocks from SR**

**Arena: Need poles and tape**

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**Item Discussion**

**JK to set up Friday Night**

**Back drop**

**Wild Wild West Signs:** Front gates

**USA Flags x 2:** Front gates

**Feather Flags:** SR to order

**Marquee:** Stock checked and labelled. Instructions printed.

Rob Harrison helping on Friday to put up. Will need extra hands when putting up poles.

**Gazebos:** TK bought new gazebo for BBQ in case we can't get Michelles. Bought a new roof for the other pop-up gazebo.

34.

**ROLES AND RESPONSIBILITIES**

**Julia:**

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

**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 and props**
- **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**

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**Item Discussion**

- **Sat: Organise the fair**  
**Consolidate the finances with AH**

**35.**

**Volunteers List Need volunteers for Games x 4**

**Beauty x 3**

**Tag Rugby x 2**

**Welly wanging x 1**

**Meet and Greet x 1**

**AOB**

**Next Meeting and Consecutive Meetings**

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

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