

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee Meeting

18/06/19 8.00PM | Meeting called by Tracy King

Committee members

Tracy King (Chair) | Joanne Pollard (Events Manager) | Julia King (Fundraising Manager) | Anna Hills (Treasurer) | Lisa Shaw (Secretary) | Sarah Riggott (Vice Chair)

Item Discussion

1. **Minutes from previous meeting:** 13th June 2019
Action points discussed during the meeting

2. **Treasurer Report**
No update
Balance: 12,385.48

3. **Events**
SUMMER FAIR
PROGRAMME

Printed. Handed out in book bags today.

ACTION:

JK to hand out 5 copies to each company

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

4. **CLIPBOARD LISTS**
Raffle prize list and Spreadsheet
Map
Volunteer List
Vendors
Arena Timetable
Games
Competition Winners
Prizes Sheet and cost of activities

Item Discussion

5. RAFFLE

Ticket sales: £532 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
- Subway platter voucher
- Bobbin Mill
- Marriott Worsley Hotel: Sunday lunch carvery for 4
- Slaters @ Leyland Golf Club: Sunday lunch for 2

ACTION:

JK to check she has all raffle prizes

JK to update spreadsheet and organise raffle on the day

6. VENDORS

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

Item Discussion

ACTION:

**JK to organise times for vendors to arrive and responsible for them on the day
All paid apart from Sweet Treats.**

7. 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.

TK to meet Joanne from Rythmicality and Kirsty at 12.30pm

8. 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
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.**

Item Discussion

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

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

10. **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
- 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 cobs 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

10. **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.

COMPETITIONS

11. **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

12. **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

13. **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

14. **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

Item Discussion

15. 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

16. ENTERTAINMENT by Simon Presents

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

17. 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

Rythmicality. To be paid via bank transfer.

Woody to get changed in the disabled toilets.

TK to meet Joanne from Rythmicality and Kirsty at 12.30pm

18. 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

Item Discussion

Need bowl and water

19. 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

20. 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

21. Lucky Shoe Horse

Volunteer: needed

Responsibility: JP

Game bought

Cost: 3 throws for £1

ACTION: Prize Keyrings

JP to organise resources

22. Hook a Duck

Volunteer: Mrs Walton

Responsibility: JP

Checklist done

Cost: 50p

ACTION: JP to organise resources

Prize: Little Ducks

Item Discussion

- 23. 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
- 24. 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
Rules TBD
Prizes: Wagon Wheels
- 25. Pin the moustache**
Volunteer: needed
Responsibility: JP
Cost: 50p
ACTION: JP to organise
Rules TBD
Prize: Milky Bar Buttons
- 26. Panning for Gold**
Volunteer: needed
Responsibility: JP
Cost: 50p
ACTION: JP to organise
Prize: Gold Bars
- 27. Lucky Dip**
Volunteer: needed
Responsibility: JP
ACTION: JP to organise
Rules TBD
JP to sort prize
- 28. BALLOONS AND NOVELTIES**
Volunteer: Aidy Riggot

Item Discussion

Selling: Punch balloons £1
Bubble Wands £1
Sneaky Snakes £1
Fans £1
Water Guns £1
Liquorice Whips 50p

29. 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

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.

ROLES AND RESPONSIBILITIES

30. 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**

Item Discussion

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

31. Volunteers List updated

32. AOB
