

# MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

## Committee Meeting

7/5/19 8.00PM | Meeting called by Tracy King

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### Committee members

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

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Item		Owner
1.	<b>Minutes from previous meeting:</b> 30 <sup>th</sup> April 2019 <b>Action points discussed during meeting</b>	Tracy King
2.	<b>Lucky Numbers Draw:</b> April draw live from Bobbin Mill. Lucky number 2 was drawn. Notified the winner. Payment has been set up just needs authorizing.	
3.	<b>Treasurer Report</b> Balance: £12,272.03 Transactions since last meeting: Credit: £51.99 uniform give-away £12 cash from Sam Holland LN £15 stall holder fee from Pampered Divas £281.50 Hoodies	Debit: Expenses JP:£71.72 Expenses TK:£584.71
4.	<b>DBS</b> In progress for AH,JK,SR. All clear. DBS being sent in the post. Photocopy twice and hand to TK. LS awaiting counter signatory. <b>ACTIONS</b> JP,HR to send TK copy of info requested. JK to complete TK	

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5.           **Funding**
- Funds already promised: Total £1703.00
- TK set up payment of £200 for ELR trip. Needs authorising.
6.           **Stamptastic**
- They are stamps for uniforms. Every time someone puts in the school post code, the PFA get commission plus £22 voucher. (20% commission payments (VAT) will be automated and paid out 3 times per year.
- Stamps cost £10
- Ink Pads £12
- Free delivery
- TK ordered one to check the size and quality. Will update. The committee agreed that this was a good idea and would help with the excess uniform problem. TK tried the stamp and quality good.
- TK has ordered 500 stamptastic leaflets
7.           **Football Kit**
- TK meeting with Harry and Matt on Thursday for Kit Launch photos.
8.           **Daily Mile Track:**
- KFC have confirmed that they will fund the last quarter £3,330 in exchange for press and social media coverage.
- The committee were not sure whether school would wish to proceed with this funding. TK has emailed Mrs Wright to explain the offer and will meet with them to see if this offer can be progressed.
- ACTIONS**
- TK to meet with JW and MG to get school's go ahead.
- MG to confirm LCC approval
- MG to confirm Sports premium
- TK to inform committee of the decisions when they are made.
9.           **Leavers' books and hoodies**
- Only one child so far has confirmed non consent to photos.
- Deadline date:10<sup>th</sup> May 2019.
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TK has placed a message on year 6 page reminding parents that all consent forms need to be completed and sent into school

**ACTIONS**

**TK to compile year book**

10.

**Events**

Spring disco taking place **Monday 20<sup>th</sup> May** at Unity Place

**Timings: R 4.30-5.15**

**Year1/2 5.30-6.15**

**Year 3/4 6.30-7.15**

**Year 5/6 7.30-8.15**

Drinks in stock: 42 orange fruit shoots

23 blackcurrant fruit shoots

40 waters

7 little waters

TK has managed to source 200 blackcurrant half price fruit shoots

TK to confirm timings with Jo (SBM) and disco company

TK to buy drinks and snacks

250 waters

1 box of crisps

300 haribo packs

JP/committee to create posters and tickets

**ACTIONS**

**Selling tickets next Monday through to Friday**

AH to create floats and drop to TK.

TK to email AH daily takings sheet

JP/Committee to create posters and tickets

JK to schedule fb post this week

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## Summer Fair

### Outside agencies: confirmed

**First Aid: Chorley's Angels confirmed**

**Bouncy Castle: SJ Enterprises**

**Rodeo Bull: SJ Enterprises £250.**

TK emailed Gymworks, Redrose, Cheeky Monkeys and Little Explorers to see if they want to sponsor the Bucking Bronco

### **Photo station: Charlotte Hughes confirmed**

The committee discussed having the Woody and Buzz appearance by Joanna @ rhythmicity. The committee agreed that it would be good to have a photo opportunity at the photo station with one of the characters which would be an extra benefit for the cost.

### Programme

The committee looked through the first draft of the brochure and agreed the new layout front cover looked better.

Layout was discussed:

1. Front cover
2. Advert – SJL
3. TK welcome
4. JW welcome
5. Programme of events
6. Raffle prizes
7. Competitions
8. Football kit sponsorship – full page to GMM
9. Summer fair map
10. Summer fair map
11. Lucky numbers – change to small print was discussed
12. Join the PFA
13. Advert
14. Advert
15. Advert
16. True Bearing

Programme is £410 to produce. Adverts cost £80 per page or £45 for a half page.

**Advertisements: SJL front cover and True Bearings back cover.**  
£160 revenue, £250 to raise to break even.

TK contacted the following companies via email to raise funds:

- Gymworks
- Redrose
- Cheeky Monkeys (not interested)
- Little Explorers
- Keenans Estate Agents
- Just Clean
- Inspire
- Guys Thatched Hamlet

JK emailed an updated which TK read through at the meeting. JK has contacted:

- Ribby Hall
- Wai Wai from Chinese dancing
- Hair on the square
- Flying Pig pizzas
- Ruby and Blu
- Glamorous glamping

Verbally Wai Wai has said arena and advert

Hair on the Square will donate a raffle prize. Exact details to be confirmed.

Boy band are called B4 and will get a photo at practice this weekend

JK has asked for a signed photo of James Jordan. JK asked if he would make an appearance but his fees are very high.

### **Raffle prizes confirmed**

Renaissance Hotel overnight stay for 2 in Manchester

iPad

Sofia Ryan

£50 Papa Luigi's voucher

Committee decided to wait a week to see if anything else arrives before ordering the raffle tickets. It was agreed that only the first 3

prizes need to be named on the tickets so don't need to wait for all prizes to be confirmed.

### **ACTIONS**

TK to meet with JP to sort out prizes

#### **Stall holders confirmed:**

1. Pampered Divas (paid)
2. Sweet Treats
3. Charlotte Hughes photo

Lean and Green confirmed that they will not be attending the fair.

TK suggested that the PFA could possibly do the smoothies as AH is providing a freezer. HR and SR pointed out that the freezer needs time to stand for the gases to settle and to get to temperature.

TK visited and handed out the form:

- Tesco BV: Raffle prize
- Tesco Chorley: 150 buns and hot dog rolls
- Deakins
- Sweaty Mama
- Buckshaw Blinds
- Subway
- Nana Jans
- Sunseekers
- War horse
- Harvester
- Aldi
- Costa
- Asda Chorley
- Hartwood Hall
- Seaview
- David Lloyd
- NU Uniforms

TK contacted Cuckoo Gin, Shaw Hill and Blackpool Pleasure Beach via online enquiries. Form given to Bobbin Mill

### **ACTIONS**

JK to contact:

- Flying Pig
- Hair on the square

- Smokies BBQ
- Little Hong Kong
- The Astley

LS to contact:

- La Corte
- Thindian
- Lilac Tree

**Match Funding:** Jason Stott match funding again this year but will have to be against raffle tickets as they aren't here on the day of the fair.

### **Refreshments**

BBQ – Gary Salters and Phil Davies will run the BBQ

Cheese sandwiches

Cakes

Fruit bar

Drinks

Refreshments

Ice-cream

Tea and coffee

AH to supply freezer and TK to ask for fork lift truck

### **Competitions**

Fancy Dress

Tag Rugby – MUGA

Sack race

Welly wanging

Tug 'o' War

### **Entertainment by Simon presents**

**Arena Order**

Mrs W welcome	12.00
School choir	12.05
Fancy Dress Competition	12.15
JSK Dance	12.30
Flic flac gymnastics	12.45
Tug 'o' war	13.00
Year 6 boy band	13.30
Sack race	13.50
TDK	14.10
JSK Dance	14.30
Tag Rugby winners	14.45
Raffle	14.45
Close	15.00

**Games**

Tag Rugby - **ACTION: SR to ask Becky Spragg if her husband will run the comp.**

Hobby Horse- **ACTION: create an obstacle course**

Lucky Shoehorse

Hook a duck

Cactus Hoopla - **ACTION: TK to make the cactus**

Panning for gold -**ACTION: TK to buy trays, sand and pie dishes**

Lucky dip – **ACTION: decide what and how**

**Other activities**

Face Painting

Nails

Hair-

Emergency services

- Police horses: Kate Brady
- Blood Bikes: SR: Can't attend
- Paramedics: LS
- Suggested mountain rescue



### ACTIONS

JP has taken cow game to back on foam board.  
SR to order feather flags with PFA logo on this weekend.  
TK to ask if the teachers will do soak the teacher

### Props

Stocks – SR  
Back drop MUGA or gale end  
Wild West Signs  
USA flags x2  
SR suggested horse box. SR suggested having photos in a horse box  
Sheriff Car Hunters Lodge – given them business card and awaiting reply

### ACTIONS

TK to put out fb posts asking for props, raffle prizes etc.

Cowboy Hats: £1.99 Party Delights  
Little USA Flags £2.49 x 120  
Bubble wands: **ACTION: TK bought 48**  
Punch balloons: **ACTION : TK bought 50**

### Countdown to fair timetable

JK sent the committee a timetable for communications to parents.

W/c 29 April -disco poster  
    Fancy dress comp  
    Raffle prizes  
W/c 6<sup>th</sup> May – Put signs up  
    Chase adverts  
    Chase stall holders  
    JSK dance arena  
W/c 13<sup>th</sup> May – Volunteers  
    Tug of war  
    Boy band arena

W/c 20<sup>th</sup> May – SJ enterprises  
 Pampered diva – Charlotte

W/c 10<sup>th</sup> June – Volunteers, donations

W/c 17<sup>th</sup> June – bakes and cakes

12. **New reception parents' evening Thursday 6<sup>th</sup> June**

TK ordered 60 book bags for reception

TK ordered the magazine from Parentkind – arrived

In the bag we want:

TK to sort out the following paperwork

- Lucky numbers flyer with the form on the back – the committee approved the new wording in the small print
- Business card
- Introduction letter
- Funds and Funding letter – the committee agreed to use the spring letter and add to it

Committee also discussed certain businesses and charging them to put flyers in the bags e.g. After school clubs etc.

**ACTIONS**

Set up uniform stall in the small hall

13. **MacMillan Coffee Morning** to take place on **27<sup>th</sup> September 2019**

TK returned RSVP to MacMillan.

TK emailed JM to add to the diary.

SR has got MacMillan accessories at work for us to use.

134 **Xmas for schools**

TK has registered again this year. Same timeline as last year

**AOB**

15. **Next Meeting –**

Wednesday 15<sup>th</sup> May – Bobbin Mill

Thursday 23<sup>rd</sup> May – Jo's

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**Item**

**Owner**

Tuesday 4<sup>th</sup> June – Bobbin Mill

Thursday 13<sup>th</sup> June – Jo's

Tuesday 18<sup>th</sup> June – Bobbin Mill

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