

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Events Sub-Committee

26/10/2017 9.10am | Meeting called by Tracy King

Committee members

Tracy King (Chair) | Julia King (Vice Chair)

Jo Pollard (Vice Secretary) | Kate Moss (Secretary) | Melissa Cook | Lisa Banks

Apologies Kate Maughan, Claire Gilbert

Minutes from previous meeting

Minutes confirmed from last meeting to be fine.

Welcomed, MC & LB into the sub committee

Grant Form

Grant form has been accepted for the purpose of the Christmas fair program and funds should be with the PFA asap.

Book Fair

Takings from the book fair were phenomenal C)£2K before phone payments and additional orders are accounted for. Reconciliation been a nightmare. Great that £500 is raised for school books.

Action : Kids video message of a thank you to parents for supporting the book fair and putting books in there library.

Xmas4school

TK Lead

All materials will go out via book bags this week arranged by TK.

Teachers have prompt card to inform all children what this is for and the competition details.

Prizes for comp confirmed as - 1. Alabaster Jar & 4. Get Crafty.

Important dates: All order forms to be sent back to school by 10th November

Orders to be with Xmas4Schools by 19th November

ACTION: TK to arrange text reminder for Friday (tomorrow) additional text to be sent WC 6/11/17 when children are back at school.

Ladies Night

JK Lead

Stall holders confirmed so far:

- Little Chic
- Hidden Hut Pop Up Shop
- Tropics
- Pheonix Trading
- Little Bowtique: Need to borrow a table
- Frankie Sense
- Forever living
- Stella & Dot now confirmed

All the above have been emailed with the booking form.

Just Float and Slimming World are just advertising with banners and leaflets as they cant be there!

2 Stalls still available and looking at the following:

- foodies
- Ann Summers?
- Bees Country Kitchen?
- Chocobella?
- Anise?

Suggestion of nail art from college students?

LB offered raffle prize Gel nail polish as a prize.

Costings

Outgoings

Filling Factory - £300 (Minimum numbers are 100 as set by the Filling Factory)

Band £300

Nibbles £50 budget

Income

Stallholders £165 (11 x £15 fee)

Ticket Sales £1000 (for 100 tickets)

Raffle tickets - £200 guesstimate

Expected Income Total - £715

Based on selling 100 tickets.

The event has been advertised on Facebook.

Ticketing has been set up on Eventbrite.

TICKET SALES STILL LOWER THAN EXPECTED?

ACTION:

JK to confirm remaining stall holders

JK to ask FF if they can promote the event via there FB page?

KM to check stall holder payments via the bank account.

TK & JP Posters around reception areas & in staff rooms

KM Advert in FOB magazine?

KM Redo all FB year groups with advertising

TK to ask MRS W to give it a push in the newsletter.

TK/JP/JK/KM Tables for after school selling on end of term friday/tues/wed/thursday when term commences!

BIG PUSH!

Children in Need: Need to Bounce Event

TK Lead

Bounce now happening on the 14/11/17 on both sites.

Teacher involvement - LB suggested eg. bounce for teachers to raffle off PPA session & Mrs W has to cover (creative ways to increase teacher involvement)

Action:

TK to confirm with Mrs W if it is likely needed to have a PFA memeber on each site to look after generators and castles at lunch time?

Christmas Fair

All lead

1. It was minuted that for Christmas Fair on the day we would need something visual/outside to attract footfall like SF bouncy castle.
2. Banner design confirmed and TK to order x 4 2 for each site. (on the back of this it was confirmed in Jan downtime TK & JP would look into local printers who we could do a deal with.) Also JP saw A3 printer deal in RYMANS £69.99 with £20 cashback. TK to have a look into a more industrial inkjet to deal with all the printing.

3. TK to arrange raffle licence and alcohol licence if we are to be selling mulled wine TBC.
4. Santas arrival on Subway bike a no go as Subway not keen for individuals to ride the bike! Think around it. Have Sub employee in Santa suit ride and live stream this then Gary is ready on the premises to do the switch and arrive! It was suggested about a media student (Lydia) maybe able to assist with storyline & technical side.
5. Should we have Chorley's Angels again involved for first aid?
6. Proposed to have Santas Grotto mixed with walkaround/photo booth/raffle/lucky dip?
7. Christmas Fair poster for staff room helpers
8. Be mindful on not over committing on what we can deliver in terms of helps/space and time!
9. **Print deadline for brochure is in 3 weeks time 16th Novemeber!**
10. **Print deadline for raffle tickets is 2 weeks time 10th November!**
 - **1st prize Tablet**
 - **2nd prize Phone**
 - **3rd prize Tesco Hamper**

Actions:

TK Banners to be ordered for Christmas Fair

TK to organise Licences

Need to confirm Santa's arrival task to committee member?

TK to ask Lydia regards a live feed of Santa's arrival?

KM to contact Chorley's Angels for FA coverage at the fair.

Need to confirm a lead on poster production for christmas fair?

Need to confirm a lead on wanted poster for donations (poster to go out in book bags)

TK & Committe to go over all Christmas Fair Proposals (see Jo's list from 16/10/17 meeting)

Winter Disco

It was confirmed that we would have scruff for all discos. Disco will occur on one night at the UNITY place site.

Only two discos needed this time as no leavers in Winter.

Confirm tickets would be pre-sold as last time in playground after school.

Event needs to be posted on FB.

Confirmed to hold price at £2 with tuck.

Confirmed we need to have a conversation to ask scruff to make playlist a little more directional for the juniors disco!

Actions:

KM to produce poster/ FB advert and tickets.

KM to put a volunteers request out there.

TK & JP to organise tuck and tuck bags.

Scruff needs to be booked need someone to email??

General

Notes for next year :

Need a specific Reception 'DRINKS AT THE PUB' meet of new parents in september term.

Meeting Finished 12pm

Committee: 9th October @ Tracy's 8.00pm

Next Meeting: ESC: 8th Nov @ The Hub 9.10am