

# MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

## Events Sub-Committee

03/05/18 9.10am | Meeting called by Tracy King

### Committee members

Tracy King (Chair) | Julia King (Fundraising Manager) | Jo Pollard (Events Manager) | Nurlisa Shaw

### Minutes from previous meeting

Minutes from the previous meeting agreed

### Year 6

Facebook page has now been set up and parents engaged.

Confirmed yearbook will go ahead in LYRs format from Cauliflower books and year six parents LH & CO will champion. PFA will pay the cost of this.

Leavers hoody suggestion has been a hit with parents on the FB page and further work into sourcing/costing and details home to parents will go out after SATS. Parents will fund this.

A parent on FB page suggested a meal out for the children before heading to the party. PFA need to confirm up date for party and if meal will take place/where. It was requested by a parent for the YR6 party not to take place on 11/07/18 due to a good proportion of students are involved in a sports tournament.

JP suggested that parents be invited for last hour of party and perhaps an awards ceremony takes place.

**TK & JP to source and cost best route for hoodies at the benefit of parents and letter to go home to parents needs drafting.**

**TK & committee to confirm meal/party date to be discussed at next committee meeting.**

**JP to follow up on party and theme, if one is set. To manage event.**

### Summer Fair

- **Brochure**
- Deadline is 11 June 18, actions for this, agreed to have 1000 printed better for bargaining with businesses
- WC - 7/05/18 - Email letter to businesses on featuring in brochure/having a stall and sponsorship. Ensure all 12 who advertised last year are priority 1.
- WC - 21/05/18 - Try to follow up with a pop in visit of local businesses who have not responded or new businesses. JK & KM to follow up.

- WE - 25/05/18 - Send home brochure cover design competition to be actioned over half term and request these back by 4th June and judge to meet 11/06/18 print deadline.
- WC - 4/06/18 - have all stalls, games, vendors and arena timetable confirmed up so Map for centre pages can be produced.
- Try and recruit distributors for the 500 additional brochures to handout.
  
- **Advertising leads new:**
- **Nana Jans**
- **Sunseekers**
- **Talking Turtle**
- **Sophia Ryan**
- **Inspire Youth Club**
- **Charnock Farm**
- **Retreat**
- **Filling Factory**
- **Bobbin Mill**

**Action - TK & JK to follow up on above with added support from KM.**

- **TK to draft up competition page to go into school**
  
- **Promotional Campaign**
- JP needs to action posters for the summer fair, non - uniform day, competitions (Bake off) and (spot the ball) etc....
- WC - 4/06/18 summer fair posters will be put up on both sites/hub/tiny rockers/costa/tesco etc....
- JP needs to schedule a facebook campaign for each week leading up to the fair:
  1. 7/05/18 - Volunteers/We need your help
  2. 14/05/18 - ?
  3. 21/05/18 - ?
  4. 28/05/18 - Get sorting out those cuddly toys
  5. 04/06/18 - ?
  6. 11/06/18 - ?
  7. 18/06/18 - Non uniform information push
  8. 25/06/18 - Bake off and bakers needed!

Need new banners with June on TK to look into this and design.

**Action : JP to action posters and format the spot the ball competition in form of a passport and order the card cut out balls. TK to design the banners and co-ordinate artwork to JP for poster.**

- **Raffle Prizes Ambition**
- **1st - Nintendo Switch or Xbox One inc FIFA 18**
- **2nd - £100 of vouchers ( Estate Agent/ Matalan)**
- **3rd - Tesco Chorley/Buckshaw Hamper**

- 4th - Preston Hospitality Tickets New Season
- 5th - Bolton Wanderers Signed Flag Framed
- 6th - Official World Cup Football - Sophia Ryan sponsored
- 7th - TBC
- 8th- TBC
- 9th - TBC
- 10th - TBC

**Action : JK & KM to try and tackle this with help from other committee members. JP to liase with Matalan. Follow lead of last years list in brochure.**

### **Whats Happening**

- **Stall Catering**
- Barbecue to be executed as last year but situated next to refreshments and cake stall. Needs 4 to run this, JP to ask Lorna and TK to ask Gary S.
- Cake Bake Stall 2 to run
- Refreshments and sweets 2 to run
- Ice Cream Van - need to confirm at next committee meeting who we are asking for this.
- Need to confirm if we need any other additional food vendors?

**Action - Book Ice Cream Van and ask above helpers.**

- **Stalls Vendors**
- **Chorleys Angels**
- Pet Food - GM parent of pupil - confirmed.
- Trinkets - Sophia/ Lauren's auntie?
- Beauty - Avon/tropics/Forever/Bodyshop
- Body - Just Float/Slimming World/?

**Action - JK to update on progression of this and TK to book Chorley's Angels**

- **Stall Fun/Games**
- Bouncy castles x 2 SJ enterprises - confirmed
- Five a side tournaments/goalie wall/balls in basins - mugger - 50p a go
- Kick Can Emoji world cup stylee - 50p a go
- Football table challenge winner stays on - 50p a go
- FIFA 18 Challenge (XBox)
- Bean Ball Toss - 50P a go
- Monster feet football skills - 50p a go
- Hook a duck/football - 50p a go
- Bottle Tombola or Wine/Water Game - decide ? - £1 a go
- Cuddly toy tombola - £1 a go prize every time
- Balloons & Novelties stall (bubbles & footballs & Flags)
- Glitter Tattoos stall
- Nails stall

- Face Painters
- Fire Engine
- Police Car
- Carousel ride??
- Toddler slide/bouncy castle/ball pools/play pits
- Adventure play DO WE CHARGE?

**Action - TK to re-visit this list with committee members and confirm it is achievable.**

**TK or JP to look at cost of hiring a carousel ride?**

**JP to source novelty prizes for games and monster feet/footballs for games**

**JK to enquire about Fire Engine/Police**

**If we confirm we are doing wine or water start saving screw cap bottles!**

- **Arena - Proposal subject to change**
- Welcome to the Summer Fair by Chair/Compare 12.00 (compare nominations Gary Morrison or Glenn Pollard).
- School Choir 12.05
- Bake off Judging (cake stall) 12.15
- Lancashire TKD 12.35
- Bake off winners announced 1.00
- Buckshaw Chinese Dance 1.05
- Break - Music Played
- Buckshaw ATHELTICO (tbc) 1.30
- Chorleys Angels/Sea Cadets 1.50
- Haydocks School of dance 2.00
- Flic Flac 2.20
- Raffle Prize Draw 2.40
- Summer Fair Close 2.50

**Action - JP to confirm if Buckshaw Athletico can attend**

- **TK to follow up with all other arena proposals and ask choir at school**

### **Tuck Shop**

Tuck Shop was proposed for end of term 24/25th of May at both sites.

**TK to confirm if this will still go ahead due to coffee morning happening in the same week and the healthy eating incentive at school.**

### **Sports Day**

Dates to be confirmed and if our help will be needed to serve refreshments?

Meeting Finished 11.00am

Committee:

Next Meeting: Thursday 10th May at 8pm at Bobbin Mill

Sub Committee:

Next Meeting: Thursday 17th May at 9.10am at The Hub