

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL PARENTS and FRIENDS ASSOCIATION EVENTS SUB-COMMITTEE

16/05/2017 10am | Meeting called by Tracy King

In Attendance

Tracy King (Chair) | Julia King (Vice Chair) | Jo Pollard (Assistant Secretary) | Claire Butler (Publicity) | Angela Monaghan (Publicity)

Apologies: Michelle White (Publicity) Kate Moss (Secretary) Sarah Riggott (Treasurer) | Lisa Butcher (Assistant Treasurer)

Approval of Minutes

No previous minutes available – first meeting of the events sub-committee.

Committee Members

It is with regret that Michelle White gave notice to leave the committee this morning. She will, however, be available to volunteer at the events. The committee was very sorry for the loss of this valued member.

Policies

A brief discussion following on from minutes 02/05/17 was had regarding following up on DBS clearance, Tracy King was waiting email response from Lancashire County Council direct and we would revisit the matter again in a future meeting.

In line with our First Aid policies JK confirmed that we could get 'Chorley's Angels' for the summer fair for £60, so we would have first aid cover and demonstrations from them.

Action - Committee agreed to having these and JK to confirm booking with 'Chorley's Angels.'

Publicity/Advertising

In a further attempt to endorse the PFA, and get us noticed, TK confirmed she was in receipt of the hi vis jackets and was customising them with our logos etc...we await to see them on our next engagement with the public.

For the summer fair we are working in conjunction with Harry Longworth, who produces the "Friends of Buckshaw Village" brochure. Harry has valuable business to help us produce our own school fair brochure,. KM is administering this.

It was discussed about the need for some direct marketing in the shape of PFA banners which could be used on the railings around the school with our new strapline ' Supporting our school, our children, their future' logo and all relevant social media addresses etc..

It was agreed additional to the above we should have 3 Summer Fair banners produced that we can use each year.

It was discussed about the need for a newsletter with AM taking on the responsibility for this with support where needed from other committee members. We agreed an ideal for the newsletter would be 4 per annum, however, with this not up and running yet we agreed we would just aim for issue number one to be administered and sent out after May half term and the second one the last week of term.

- Thanks to date (Support)
- Events to date Easter Bingo & Tuck Shop
- Class Rep (call to action)
- Up and coming events/dates for diary (Non Uniform Day/Summer Fair/End of Term Disco)
- Where to find us, website, social media etc..

Action - TK to look into costing of general marketing and summer fair banners.

Action - AM to work on the newsletter, with support from other committee members.

Up & Coming events

It was noted for the end of term tuck shop we would need to purchase some tuck. TK agreed for JP to take charge of this and take into account further events of school disco and summer fair.

For the school disco we agreed we would go with glowstix/wristbands and JP was tasked with procuring at a good price for the PFA. It was also discussed about having tuck bags made up for the younger years disco because of the time to serve children last disco meant they didn't get chance to dance! We need to re-look at this at a further meeting.

Action - JP to buy goods for tuck shop/disco/fair

Summer Fair

It was discussed about having a theme for the summer fair to help pull the event together. We agreed this was a good idea and threw a few about and decided upon 'The Great British Summer'! We decided the need to split the event into chunks:

Food -

1. Barbecue/Burgers/Hotdogs & Beer?
2. Cake Stall/refreshments - Marque?
3. Strawberries & Pimms?
4. Ice cream van

Stalls -

1. Sweetie tombola - donations needed
2. Bottle tombola - donations needed
3. Cuddly toy tombola - donations needed
4. Welly Toss - prize needed
5. Beat the goalie
6. Soak a teacher
7. Hook a duck - prizes needed
8. Coconut shy/Tin can alley - prizes needed
9. Whole in one golf -prizes needed
10. External party TBC
11. External party TBC
12. External party TBC

NB. with regards to external parties it was noted about interest from SW, Face Painter, Stella & Dot, Forever rep, Avon, Tropic, Local produce etc.....

Events-

1. Events arena with entertainment tbc proposals choir/judo display/football match/dancing

2. Grand prize draw
3. Tough spot beach
4. Deck chairs?
5. Crafting by Messy Church
6. Bouncy Castles
7. Animal rides

Competitions -

1. The Great British Cake Off - Adults Category /Kids Category
2. How many something in the jar ?

Additional points discussed were date timeline for the event which JK was drafting up and to include:

Raffle ticket production(need by 23rd June) /(distribution 2 week before)

Programme production/(distribution 1 week before)

Donations for stalls via Non Uniform Day (proposed 30th June) KS1 Sweets/Cuddlies KS2 Bottles/Cuddlies need to see if we can have a flexi tub for cuddly drop off point from End June in reception.

We also discussed about the possibility of having a carrier bag produced for the event for people to carry all there belongings around in.

Action - TK & JK to confirm diary dates with Mrs W for the non uniform day and have a meeting regarding various matters to address.

Action - Committee to confirm if we are going with all the above and decide on follow up from each member to pull the event off, address at next meeting.

Action - Call to parents for helpers on the day flyer to be produced by publicity. Also a save the date for the summer fair to be handed out at tuck shop or via school bags. CB.

Next Meeting

Thurs 16/05/17, 8PM, 4 Patricroft Drive

Meeting finished at 11.45am