**MINUTES OF PTA FORM REP MEETING HELD 3rd March 2022**

**IN PERSON & VIRTUAL ZOOM MEETING**

In attendance: Dan, Nameeta, Penny, Clare Fahey, Faith, Raji, Clare Foskett, Maria

Mala, Shenaz, Maryam, Katherine, Oreri, Emma, Thelma

Summary: To plan Summer Fair and discuss PTA auction

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| **Discussion Point** | **Action** |
| **ITEMS 1 & 2 - WELCOME and Purpose**  Dan opened the meeting welcoming the attendees.  Nameeta explained that the purpose of the meeting was to discuss the summer fair and the assistance needed from each form, as well as logistics of the event. |  |
| **ITEM 3 – EVENTS**  **Summer Fair – 21st May 2022**  Stalls  Nameeta confirmed that all forms had now chosen their stalls, and these were:  Nursery - Jazzy jars  Reception: Arts/crafts and “Guess the….”  Form I – biscuit/cupcake decorating  Form II - Glitter bar (nails and tattoos)  Form III – hook – a- duck  Form IV - Tombola  Form V-Photo shoot  Form VI - Soak a Form VI  Teachers- Guess the baby photo (of a teacher)  There was a nice variety of stalls which could be housed either in the school garden on inside the Jubilee/sports hall. Nameeta also suggested that there could be other unmanned “free” activities that the kids could engage in such as garden games, hoopla, balls/nets, hoola hoops etc to keep the children entertained.  It was noted that a mufti day would be held to provide prizes for the tombola and also a jazzy jar competition to help boost the number of jazzy jars.  It was agreed that it would be a nice idea to have a face painting stall. Form reps were asked to enquire within their form if there were any parents who could face paint. If not Nameeta would look into the cost of this by a professional. It was noted that Faith had face painted in her student days!  Timing & estimated number of attendees  It was agreed that the event would run from 1.30pm-4pm. It was estimated that there could be a large attendance given that this was the first family event since the pandemic. There were approximately 120 students in the school, whilst not all would attend, parents and siblings of the girls would also be coming along. It would be helpful for form reps to gauge an idea closer to the event as to how many were intending to attend from each class.  The event would be open to friends and family but not the public. Penny would extend the invite to the previous form VIs who were not able to attend the fair due to the pandemic.  Stall manning/rota/pricing  Each stall would be manned by parents from the form/ relatives and class reps would be responsible for putting the rota of that stall together. Suggested rota times was between 20-30 minutes to allow parents to enjoy the afternoon with their children. Penny confirmed that the teachers would work through their own rota. It was noted that all teachers and teaching assistants would attend the event.  Form reps were also asked to consider how much they wanted to charge for each stall. It was noted that tokens would be used which would be at a value of £1.  Equipment  Forms Reps were asked to consider how much space and what equipment, furniture and other items that they may need. It was agreed that each form would provide details of this at the next meeting so these could be allocated and set out on the day.  Where the PTA had items/equipment (e.g. glitter items, photo machine etc), form reps would need to check that they had everything that they needed. Penny would be able to provide access to the items from the PTA cupboard so that it could be checked (well) in advance of the fair.  Location of stalls and wet weather plan  It was agreed that subject to adverse weather conditions the location of each stall would be:  Jazzy jars (Nursery) – inside/outside  Arts/crafts and “Guess the….” (Reception) - Inside  Biscuit/cupcake decorating (Form I) – Inside/PTA marquee  Glitter bar (nails and tattoos) (Form II) – PTA marquee  hook – a- duck (Form III) – outside  Tombola – (Form IV) - Outside  Photo shoot (Form V) – Inside  Soak a Form VI (Form VI) - Outside  Guess the baby photo (of a teacher) (Teachers) – Outside  Unmanned activities – outside  Penny agreed that she would put a stall plan together and prepare a Plan B for bad weather. Penny would also carry out a risk assessment for the event. Staircases and the play equipment would need to be sealed off.  Costs/Expenses  There were a number of items in the PTA cupboard which form reps were welcome to use for their stalls and again Penny could arrange for reps to look into the cupboard.  It was noted that the PTA did have a limited budget to cover costs and expenses if stalls needed to buy any items.  A number of stalls would require parents to donate such as jazzy jars and tombola and a number of forms had commented that parents were willing to donate items/money towards costs for their stalls.  In terms of stalls that needed prizes, Penny believed that there may be suitable items in the PTA cupboard, and she would look to see what was available.  Refreshments    It was noted that the CHP chefs had volunteered to cook for the food stall. It was agreed that the menu would be simple with items such as sausages/veggie sausages, buns, salads and coleslaw.  It was agreed that Dads would be asked to help man the food stall as runners and to sell the food.  It was also agreed that a tuck shop could be set up which would sell crisps, tuck shop sweets, drink cartons etc.  Paper plates and napkins would be needed.  It was agreed that for catering purposes, Ali should work on the figures of 150-200 people with 75-100 veg/75-100 non-veg.  There was a suggestion that perhaps an ice cream van in the car park which could be available on the way out or have an ice cream machine that could be hired. Alternatively, we could sell ice lollies at in the tuck shop.  Drinks – It was noted that the stall would be manned by the Governors and the PTA would be supplying drinks such as beers, wine/prosecco, Pimms and soft drinks. Plastic wine/champagne glasses would be needed, as well ice buckets. There would be a drinks left from the comedy night  Dan would arrange for a TENS licence for the sale of alcohol. It was noted that the PTA had a media licence for music.  Logistics  Tokens - it was agreed that tokens would be purchased both at the gate and also in advanced which could be used in each stall rather than cash. Each token would be worth £1. Volunteers would be needed to sell token for the token stall. Tokens would be sold in set of 10. The tokens could be sold beforehand on the PTA website or from the office. Any tokens bought in advance could be sent home in book bags/collected from the school office. Top up tokens would be available to buy at the event. Advance sales would also provide an indication of numbers attending. Tokens would need to be sold at the beginning of term.  Food could also be pre-paid/pre-ordered as well.  Stall prices would need to be provided ahead so people knew could get the right number of tokens.  At the end of the event, there could be a bucket for people to donate their tokens which could be donated to a charity of the school council’s choice.  If tokens were bought these would be either plastic or paper.  Signage/Advertising  It was agreed that the fair would need to be advertised with dates this term and Penny would put a note in the newsletter /clarion call and Mrs Mulligan would note it in the calendar of events for next term.  Penny would give some consideration as to whether there could be a school competition to be design a poster for the event.  Volunteers for additional stalls  It was agreed that it would be a good idea to prepare a list of volunteers we would need for stalls outside the form stalls such as food stall, token stalls etc. It would be helpful to get a group of people who are willing to help outside their own stalls (such as reception and form 1).  Set up/clear up  Once form reps had provided details of what they need for their stall, and once the location is established, Mr Walsh would be able to help leave the items out.  It was agreed that set up would be from 12 noon but form IV may want to have a team labelling items on Friday afternoon. It was agreed that some setting up (putting up marques etc) should be done on Friday afternoon between 4-6pm.  It was agreed that most people would help clear up and a separate group was not needed for this.  **Auction – 9th July**  A brief background was given on what this event entailed. It was noted that the event would be held during the evening of speech day which would be a family evening. The idea was for the parent community to provide donations which would then be auctioned.  Past donations included   * weekend break in holiday homes * cooking lesson * be the headmistress for the day * class mufti day. * tickets to a sporting event * bake a cake each month for a year. * PT session   Donations did not need to be huge, and classes could get together and donate something (e.g. a hamper) etc.  There would be an auctioneer (Dan) and lists up would be available so people could see what was being auctioned and people would then bid for the item.  People needed to commit to providing the item/service. There should also be an idea of starting bid. Also if there are any caveats then these should also be made clear  Form reps were asked to keep a list which could be discussed at the next meeting.  If there were a large list of donations then some items could be done by way of a silent auction and bids could be made in writing and Dan could announce the winning bid.  Penny commented that some firms have scheme which would match fund raising for charities. The fair or the auction may be considered fund raising so parent should be encouraged to look into this. | Form reps to ask for face painters within parent community.  Nameeta to find out cost of professional  Form reps to get an estimate of those attending from each form.  Form reps to provide details of what their stall would charge  Form reps to provide details of equipment, furniture and items they will need for their stall.  Penny to provide a stall plan and Plan B for bad weather.  Form reps to make note of any costs incurred  Penny to check PTA cupboard for prizes  Penny to get costings for food from Ali and for Ali to source items and to prepare a list of what she will need.  Dan to send a message on Dads group to see if  Nameeta to find out cost of ice cream van.  Dan to arrange TENS licence.  Penny to let school community know date of summer fair  Form reps to let class know that additional volunteers may be needed for other stalls.  Form reps to ask parents if they would be willing to provide a donation.  Form reps to keep list of people providing donations |
| **ITEM 4 – DATE OF NEXT MEETING**  The next meeting would be held on 5th May 2022 at 8pm. Venue would be decided closer to date. | Nameeta to send out details of venue. |