**MINUTES OF PTA- FORM REP SUMMER FAIR PLANNING MEETING HELD**

**9th MARCH 2023 IN PERSON MEETING @ CHP**

In attendance: Nameeta, Dan, Penny, Bryn, Clare, Dimple, Faith, Irene, Murlie, Priya and Raji

Summary: To plan Summer Fair and discuss other form rep requests

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| **Discussion Point** | **Action** |
| **ITEMS 1 & 2 – WELCOME**  Nameeta and Dan opened the meeting welcoming the attendees.  It was noted that the purpose of the meeting was to kick off planning for the CHP summer fair. |  |
| **ITEM 3 – SUMMER FAIR**  **Summer fair**  It was confirmed that the date of the Summer Fair was 20th May and the time would be 2 - 4.30pm. Weather dependant the fair would be held in the garden/jubilee fair/sports hall.  Stall allocation  Given the class size for nursery and form 1, it was agreed that nursery and form 1 would join together to have one stall.  It was agreed that the stall allocation would be as follows:  Nursery & Form I – Jazzy Jars  Reception - Wishing well/tree with a soft toy lucky dip Possibly also guess the weight of a cake etc.  Form II – Wand making and book mark making/lollypop lotto  Form III – Chocolate/bottle tombola  Form IV – Book stall  Form V – Biscuit & cup cake decorating  Form VI – Soak a form 6  Teachers – Photo booth  Free activities – garden game in the lower tennis court would be left out for children to play with and this may include hook-a-duck  Other stalls: - Glitter bar & face painting – collaborative between all forms.   * Face painting - this may be run by parent volunteers or look at the cost of hiring someone   It was noted that jazzy jars sold out very quickly so it may be an idea if nursery and form 1 wanted to have something else on the stall as well. The form reps agreed to give this some consideration and thought that the human fruit machine may be an option. It was agreed that form reps would encourage jars not to just have sweets.  In the wishing well/tree stall the child will write a wish (either for themselves or for someone else) or something that they were grateful for and get a chocolate/toy. It was agreed that the prize would be recycled soft toys that would go into a lucky dip box and the child could pull one out.  Penny requested that the wand sticks not to be too long to prevent injuries.  In relation to the Tombola, it was agreed that alcohol and non-alcohol bottles would be separated and children could only draw on the non-alcohol bottles and chocolates.  For the book stall, it would only be books in good quality and any leftover books would be taken to Mount Vernon/Age shop/2nd hand book shop. Irene mentioned a charity that accepted used books and agreed to send the information to the wider group. Nameeta referred to a Facebook page where you could get money for books and agreed to pass the information to Clare. In relation to the sourcing of books Form IV parents would be asked to send books in to donate but if there was insufficient then it could be open to the rest of the school. It was also noted that it may be worth contacting Chorleywood Book Shop as they sometimes had excess books which they may be willing to donate.  Advice on the cup cake decorating was to keep the decorating simple and to make the coloured icing runny so it did not need piping. Last year parents within the form made the cakes (4 x 24) and other parents brought the icing and the decorations. One parent made the large cake to guess the weight.  It was noted that all the equipment needed for Form VI stall was in the PTA cupboard. The form VI netball match would not be held on the same day.  It was agreed that perhaps a collective glitter bar stall (nail painting and tattoos) could be set up and parents from any year could volunteer to spend some time on it. It would require about 5 parents at a time as it did get very busy.  Everyone also agreed that a face painting stall would be a good idea but this should be run by parent volunteers or a professional for a fixed fee. Nameeta said she would ask a couple of people who she had used in the past. Form reps were asked to see if there were any willing parents in their year group. It was agreed that it would run for the whole duration of the event.  Outlay costs  If any form needed a contribution to the outlay cost of any equipment or prizes they were encouraged to speak to Dan/Nameeta and the PTA would look to see if it could help to fund it. It was noted that in previous years forms were able to source the supplies/prizes themselves. Form reps were encouraged to look to provide sustainable/useful/useable prizes rather than plastic tat.  Stall set up  At the next meeting, form reps would need to let the PTA know what equipment/tables etc. that they would need and these would be laid out on the day. Penny would allocate space which would be labelled in the morning so everyone knew where they were when they arrived.  Each class would have to put together a rota of parents to manage the stall. Penny would agree the rota with the teachers.  Each stall would also need to put together their own signage.  Refreshments  It was noted that the feedback from the last fair was that because of the timing of the fair the food did not sell that well and food delivered was cold (due to where it was cooked/served). There had been suggestions to have afternoon team type food. However it was felt that sandwiches could dry out and if it was too hot would not last in the heat.  It was agreed that a tuck shop type of food stall would be the most appropriate. This could be a mixture of cakes (cup, tray bakes etc.), biscuits, flapjacks popcorn, crisps sausage rolls etc. It was agreed that form reps would ask within forms if any parents would be willing to bake/donate/provide cakes and biscuits.  It was agreed that dads and teachers would be asked to help manage the stall.  In terms of drinks, tea and coffee would be available at the tuck shop.  Cold drinks (alcohol and soft) plus fruitshoots and water would be managed by the Governors.  Sustainability  It was agreed that recycling bags/bins would be available for both stalls and around the garden and people would be asked think green and recycle. This would also be available for stalls.  Tokens  It was agreed that the token system worked really well last time and should be repeated. Each token would be worth £1 and would be sold in packs of 10. Tokens would be available for sale in advance from the PTA website and also on the day. It was agreed that these would be separated into house colours. It was agreed that for distribution of tokens sold in advance, there would be a separate station by house so as to avoid long queues at the beginning of the event.  Set up  It was agreed that set up timings would be agreed at the next meeting once people had finalised what they needed for their stalls. Last year it was noted that some people came in on Friday evening to label up the jars and tombola items so they could arrive a bit late on Saturday.. Last year set up was available from about 11.30am.  Form reps were asked to ensure that they covered setting up on the day as part of their rota. | Form reps nursery/form 1 to consider if they wanted to have something in addition to jazzy jars (human fruit machine).  Form reps to encourage non-sweets fillings.  Irene to send details of Children books project  Nameeta to send Clare details of FB page for books  Form reps to send out a request to parents to volunteer their time.  Nameeta to find out cost of face painting.  Form reps to ask if any parents would be willing to do face painting  Form reps to identify what equipment they needed for their stall  Form reps to ask if any parents willing to make/bake tuckshop type food (cakes – all kinds), biscuits etc. |
| **ITEM 4 –Requests from Form Reps**  The form reps were asked to raise the following matters within their form groups and to feedback to Nameeta and Dan:   * How people felt about being partnered up on the Salsa night (Mala request)? * If parents would be interested in daughter’s participating in a textile workshop on a Saturday afternoon for a cost of approx. £22. * Whether parents are interested in parent only events (given the lack of/late sales of recent events)? * Would parents be interested in CHP Dinner and Dance in 2024 (spring term)? Ticket prices would be between £60-£100. * General feedback on the types of events parents want.   Nameeta requested that Form reps feedback by end of May half term.  The question around parent only events was being raised because tickets sales are last minute which makes organising such events difficult. This resulted in a lot of last minute running around to organise food and drink. Thoughts on how early sales could be pushed would be welcome.  There was discussion around the venue of the summer picnic (scheduled for 24th June). It was agreed that this would not be put to the forms to vote but that form reps could make that decision on behalf of forms and the general consensus was because of the number of events were being held at School, that the fenced off area in the Acquadrome would be preferred (rather than the school). It was agreed that the people would be asked to come from 12 noon onwards. People would be asked not to bring dogs and were welcome to bring their own gazebos, covers etc. The school could provide some garden games. | Form reps to raise questions to forms |
| **ITEM 7 – AOB**  Dan reported that the quiz night made £800 profit. |  |
| **ITEM 8 – DATE OF NEXT MEETING**  3rd May form rep meeting 8pm summer fair planning in person at school | Nameeta |