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

**3rd MAY 2023 IN PERSON MEETING @ CHP**

In attendance: Nameeta, Dan, Penny, Dimple Bryn, Faith, Irene, Samia and Ali

Summary: To plan Summer Fair

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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 primary purpose of the meeting was to finalise the plans for the CHP summer fair. |  |
| **ITEM 3 EVENTS**  **Quiz night – 4th March 2023**  Dan reported that ticket sales had picked up at the last minute and the event had made a profit of £800.  **Salsa night – 27th April 2023**  Dan reported that whilst there had not been that many tickets sold (16 in total), the event had been well received and engagement from those attending was high. Everyone who attended enjoyed themselves. The event did make a profit of about £140.  **Summer picnic – 24th June 2023**  The event would start from 12 noon onwards in the ring fenced area of the acquadrome. It was agreed not much planning was needed for this event. The idea was for people to bring their own food/drinks, blankets etc. Dan would pick up some garden games from the school and take them to the acquadrome. In terms of donations, it was agreed that families would be asked to donate £5 per family. Buckets for cash and the sum-up machine would be available on site. The PTA website would not be used for this event.  **Textile Workshop – TBC**  As neither Nita nor Maria were at the meeting, it was agreed that this would be held to a future meeting. It was noted many parents had expressed an interest for their daughters.  **Summer fair**  The meeting went through the action list.  Nursery/Form1 confirmed that due to the small numbers in both classes they would only have the jazzy jar stall.  Reception would also have a guess the weight of the cake in addition to the wishing well idea.  Penny had noted at the end of last week’s newsletter a list of items for parents to bring/donate for the summer fair. This included:   * + Jazzy jars – Nursery/Form 1 stall   + Soft toy collection – Reception stall   + Tombola items (Bottle (prep)/chocolate (pre-prep)) in return for a mufti day which was to be held on Thursday 18th May – Form 3 stall   For the book stall (Form 4) it was noted that Form 4 would try and source the books from within the form and only reach out to the wider school community if they were short on books. Irene noted that there was a book donation scheme local to the area if there were any leftover books. She said she would send the information over to form 4.  It was agreed that there would not be a face painting stall and instead the nail bar would also offer tattoos (glitter and other). It was noted that this was a very popular stall and at least 4-5 parents would be needed all the time. It was agreed that all form reps would ask within each form (and Penny would confirm with the teachers) who would be available and what timeslots they **could not do** (e.g. because they were busy with other stalls). It was agreed that form reps would collect names and availability/non-available times and send these to Nameeta would put a rota for this stall together.  Tuck shop & Drinks  It was noted that in addition to the usual crisps, biscuits and popcorn, form reps had been asked to see if there were volunteers to bake some treats (sweet and/or savoury) which could be sold at the summer fair. It was agreed that forms would be asked to avoid cupcakes given there was a cake decoration stall. A number of volunteers had already come forward and it was agreed that form reps would send a list of names to Nameeta and what they were willing to make. Nameeta would work out what we needed and quantities. She could then make a list of people and items.  It was noted that there would not be an Ice cream van this year. If it was very hot then ice lollies could be sold.  It was noted that there was sufficient paper plates and napkins in the PTA cupboard  It was noted that Pimms sold well last year and it would be worth selling this again. There was sufficient wine and Prosecco. Dan agreed to buy the other drinks (Beer and soft drinks).  It was noted that the governors would be asked to man the tuck shop as well as drinks stall.  Equipment required by Forms  It was noted that Penny would allocate spaces for the stalls and each would have the form number written down so people knew where to go to set up etc. Table cloths will be available. **Forms would be responsible for signage and price lists**. Cash boxes would be handed out to each stall. It was noted that there were enough raffle tickets for Tombola and Jazzy jars.  If any form needed signage printed this should be with Mrs Mulligan by Tuesday 16th May.  The following equipment was noted   * Nursery & Form 2 large tables * Reception - 1 large table plus clipboards plus small table for weigh the cake * Form 2 – 2 large tables, 2 small tables & 8 chairs plus children’s scissors * Form 3 – 2- 3 large tables plus 2 small tables * Form 4 – 2 tables. If there were any book trolleys they could be used (Patio space) * Form 5 – Small tables plus a large table (in the Jubilee hall) * Form 6 – No tables needed and all equipment available. Kids to bring goggles * Glitter bar – 2 tables plus the benches (under the canopy). All equipment in PTA cupboard but will need extra glue. * Photo booth – no table and all equipment in PTA cupboard (in Jubilee hall) * Token booth - 5 small tables plus cash bags * Drinks & Tuck shop – 3 tables. * Garden games left in lower tennis court   Penny noted that some wrapping ribbon was also available in the PTA cupboard for form 2 (wand making).  Stall set up  The gates would be open from 12 noon on Saturday and also any form could come in on Friday afternoon to label and set up. This would be in the Jubilee hall.  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 its own signage. It was also noted if forms could bring own sellotape and scissors if needed to set up signs etc. as difficult to find on the day.  Wet weather plan & Risk assessment  Penny would be putting the wet weather plan together  Tokens  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 with the house captains handing out pre-paid tokens. Dan would be responsible for any tokens bought on the day. Pre-purchased tokens sales would close on Friday evening.  Recycling  2 large Brown bins and black bags would be available and dotted around the garden. | Form 4 to reach out to Penny to send a communication if they needed more books from within the school.  Irene to circulate details for book donation  Form reps and Penny to get list of names of people who willing to do nails/tattoos and when they were available/not available.  Nameeta to put rota together.  Form reps to get list of volunteers to make sweet/savoury items to Nameeta by 12th May.  Nameeta to put price list together for Tuck Shop stall  Dan to buy Beer, Pimms and Lemonade plus soft drinks (coke, diet coke etc) and ice.  Nameeta to provide chopped fruit etc for Pimms  Dan to put price list together for drinks stall  Dan to check quantity of raffle tickets and make sure in Jubilee hall on Friday 19th May  Ali to send to form reps list of how much we charged at each stall last year  Nameeta to order glitter glue.  Dan to ask Clare for cash bags or source alternative.  Penny to create a wet weather plan and risk assessment |
| **ITEM 4 –Feedback from forms**  The form reps had been asked to raise questions on the types of events parents would be interested in. It was noted that feedback was due after half term. Feedback to date was:   * A lot of interest in the textile workshop and Nameeta would feedback to Nita and Maria to see if we can get a date for this in Autumn term. * Mixed reaction on parent only events. Reactions ranged from family only events or events only for girls to one large adult only event each year. * Dinner and Dance suggestion was well received by most people. * Children’s disco was very popular as was the movie night. Aim for disco in Jan/Feb 2024 and the movie night around Christmas or in the Spring term 2024. | Form reps to raise questions to forms – Feedback due after May half term |
| **ITEM 6 – FINANCE UPDATE**  Dan reported that the bank account was looking healthy. Penny was looking at various projects and had received/was waiting for a number of quotes for cover outside green door, new climbing frame and for flooring outside Jubilee hall. |  |
| **ITEM 7 – AOB**  None |  |
| **ITEM 8 – DATE OF NEXT MEETING**  29th June 2023 by zoom to cover events for 2023/2024 academic year and feedback on the Summer fair | Nameeta |