



ST MARY'S PRIMARY SCHOOL – PARENTS & FRIENDS ASSOCIATION (PFA)

Minutes of the meeting held at St Mary's Primary School:

Wednesday 14th June 2023 at 5 pm

	Agenda Item	Action
1	<p>Welcome and apologies.</p> <p>Present:</p> <p>Sarah Hall, , Louise Watts, Jenny Ashworth, Sarah Ballantine, Emma Cocks, Martin Gordon, Nicola Baxter</p> <p>Apologies:</p> <p>Alice Gordon, Aimée Cordioli , Anna Zubatenko, Sarah Shaw, Jen Cheese</p>	
2	<p>Actions from the last meeting</p> <ul style="list-style-type: none"> - Overview of the last meetings actions. <p>To chase:</p> <ul style="list-style-type: none"> - SS investigating about the banner/ ice lolly sales - JC printing the letters for the summer fair banner - Chase large raffle prize 	<p>JA</p> <p>AG</p> <p>JA</p>
3	<p>Feedback on ice lolly sale:</p> <ul style="list-style-type: none"> - Ice lolly sale went very well and having the two queues helped the time waiting. 	<p>SB</p> <p>ALL</p>

	<ul style="list-style-type: none"> - Have agreed to do another lolly sale this Friday 16.06 and another on the 30.06 Please confirm if you can help at either of these. - Any ice lollies not sold we will try and sell at the summer Fair. - Agreed how helpful the staff have been in Iceland, a thank you email to be arranged to thank them all 	JA
4	<p>Summer Fair</p> <p>Raffle:</p> <ul style="list-style-type: none"> - Tickets to be printed. - Applying for lottery licence - Tickets can be allocated to Little Oaks also & Nikki will sell. - Facebook posts thanking all the businesses that have donated once raffle tickets go out. <p>Tombola:</p> <ul style="list-style-type: none"> - Ask for teddy's the week before dojo & FB page - Foundation- ask for Cakes - Some more research regarding the best way to work the tombola - Speak with Morwenna regarding each class putting raffle tickets on the prices brought in on the Friday to save time <p>Food & Drink:</p> <ul style="list-style-type: none"> - Lady in the kitchen has confirmed she will cook all the food - Discussion had and agreed to go with Pennylane for the food - 300 Sausages & 200 Burgers discussion around charging £2.50 TBC - Sauces & drinks (cider keg & beers cans? Discussed check on if can be re sold individually. - Soft drinks: Coke, Lemonade & fruit shoots - A gazebo & haybales food & drink designated area discussed. <p>Year 6 Games/ stalls</p> <ul style="list-style-type: none"> - Miss Creech has started a list of year 6 volunteers list to be sent across - Prizes (not Haribo sweets) and some things to run the games will be needed - A parent at the school donated last year from McDonalds some items that could be used as prizes. 	AG AG/JA NB SB/SS SS & SB JA & SH JA & EC SH SS & MG MG MG MG MG MG SH SH JA

	<ul style="list-style-type: none"> - Count the sweets in the jar (displaying this in the office in the build up to the fair) - Little Oaks team: tattoos & facepainting has been confirmed (lucy) - Soak the seal (popular last year) Sarah to speak with Mr Seal (confirmed) - Coraley will have pre-loved uniform on sale (another helper needed) <p>Entertainment:</p> <ul style="list-style-type: none"> - On your bike have confirmed they will be there can check bikes etc needs to be advertised/ price needs to be confirmed to have ago on the smoothie make are we charging? - Bouncy Castle 1610 cannot provide. Arranged through Miss Spencer (logistics of this to be confirmed) will need plug sockets - What will the cost be for this & is the relevant insurance in place - Music- we discussed asking Rachael husband if he could do this again. <p>Timings: Fair to be advertised 5-7 (Facebook event needs to be created, confirmed SS has done this)</p> <ul style="list-style-type: none"> - 5:30 Choir - 6:00 Karate - 6:30 Prize Drawer - Possibility of a year 5 showcasing her baton twirling SH to speak with parent <p>Still to be discussed at the school walk through:</p> <ul style="list-style-type: none"> - Floats - First aiders - Plan of where everything needs to be plug sockets 	<p>NB</p> <p>SH</p> <p>JA</p> <p>JA</p> <p>JA</p> <p>JA MG</p> <p>SH</p> <p>JA & AG</p>
5	<p>Any other business:</p> <ul style="list-style-type: none"> - Possibility of a book pop up run similarly how Coraley runs the uniform. - Any interest from outside stool holders have been messaged to say thank you and we will keep on record for hopefully another event to include them. 	<p>JA & AG</p> <p>JA</p>



	<p>Next steps/Actions</p> <ul style="list-style-type: none"> - Raffle tickets to be purchased and given out for selling - Chase large prize for the raffle - Shopping list of what items need to be purchased for the stalls and prizes - Lottery & alcohol licence needed - Tombola team to come up with the best way or running - Food and Drink team to order food and drink - Confirm entertainment and times so can advertise. - Thanks businesses that have given prizes for the raffle on social media - Promote the summer fete through social media 	<p>AG JA JA JA & AG EC & JA SS, MG & NB JA & AG SB & SS All Members</p>
	<p>Date of next meeting – Tuesday 27th June 2023 5pm at school</p> <p>PFA email address: bridgewaterstmaryspfa@gmail.com</p>	
	<p>Meeting closed 6:00pm</p>	