



**PTFA Meeting Agenda
27.03.2023.**

Present: Katie Redfern (KR), Laura Tomlinson (LT), Emma Carter (EC), Jeanette Redfern (JR), Claire Reed (CR), Susie Gray (SG)

Apologies: Elizabeth Dear (ED), Kay Hanson, Charlotte Fryatt (CF), Ellie Robinson (ER), Jenny Barnes (JB), Rachel Gavin (RG), Lauren Parkinson (LP)

Minutes from the last meeting: Minutes from the last meeting were circulated via email and a copy placed on the noticeboard in school. If anyone would like a copy of the minutes emailed to them after each meeting please contact Liz, secretary, for this to be arranged.

Matters Arising:

School Disco: Thank you to those who volunteered for the school disco. Another successful event.

Spring Sing Raffle: PTFA to hold a raffle on Friday 31st March

ED has purchased a grow your own plants planter

ED has purchased a large egg

RG has a £20 voucher towards a photography session with Gemma Yeomans

Book/Puzzle prize

PTFA to provide prizes for the Spring/Easter competition on the same day.

5 x medium and 5 x small chocolate eggs – ED has purchased these.

Volunteers to sell tickets for raffle: Susie, Liz, Charlotte, Katie, Emma, Jeanette.

1.20pm arrival please. £1 a strip, 6 for £5.

We have enough raffle ticket books – Rach we will need a couple of floats please.

Kings Coronation: Friday 5th May 2023.

School are holding an after school event to celebrate. Volunteers required to take ownership in planning, any purchases and on the day too.

Set up in the afternoon. Event starts at 3.30pm until approx 5.30pm to include...

Stall	No Volunteers	Who	Prep	On the day
Tea & coffee Set up near back of kitchen £1.50?	4	JB? Gemma Moss? Lisa Fayh?	Tea and coffee already purchased Need to purchase biodegradable cups and sugar/sweeteners/stirrers Purchase milk on the day	Set up table Prep cups
Squash/cans/crisps Set up near back of kitchen Squash free £1 per can	4	ER? CF? Natalie Stewart?	Need to purchase cans/crisp/paper cups Cans need to be chilled	Set up tables Make up squash
Bar – prosecco, Larger & pimms £3 for first drink £2.50 if re-use your cup	4	EC (Pimms) CR SG LP?	Need to purchase drinks, recyclable flutes and biodegradable cups for larger and pimms Ice and containers TENS license needed	Set up, ice. Chilling of drinks
Tombola On the field	4	LD, LT, Tracy Spasic	Comms to go our via dojo, food/drink/gift sets only	Attaching tickets to prizes and folding tickets Set up of table
Year 4 various stalls	N/A	Floats needed please LD will confirm how many	N/A	N/A
Charlotte Farrington – Cupcakes, scones and traybakes On the field	N/A	Need to charge a table fee – £10	N/A	N/A

Ashmores Ice Cream Van On the car park	N/A	Liz has booked – no charge as they sell their own	N/A	N/A
Music/Dancing	N/A	KH/DH will arrange	N/A	N/A
Pre-loved Uniform and Viking and Greek costumes £1 per item	1	Carol Smart – LD has confirmed	Comms to go out via dojo CR has rails Need hangers	
Penalty shoot out (from 4pm) On the field	N/A	Sporting PB – Ollie Crooks Liz has confirmed this	N/A	N/A
Nostalgia AB Showing old RC photos/previous royal celebrations/encourage people to bring in their own school photos On the field	N/A	LD has already confirmed	N/A	N/A
Decorate your own crown Gazebo in field £2 per crown	2	RG? ?	120 gold crowns already purchased - SG Self-adhesive gems already purchased - SG Feathers already purchased - SG	Set up table sellotape
Overall: Decorations Floats Bins/recycling Photos on the day to share on social media?			Bunting – CR has already purchased bunting and school committee have suggested for the children to make their own too. RG to sort floats?	

Principal is if you are volunteering at a stall to be there to help set up and then all volunteers to help for first 30 mins to help with the initial rush! Then people can rotate to allow volunteers to also enjoy the fair. Those not present at the meeting have been suggested for stalls but if you have a preference or cannot help please say.

There will be a parade of the decorated crowns around 4.45pm

Keepsake bookmark gift funded by the PTFA. Liz has these in her PTFA cupboard at home!!

Actions

1. KR to mock up posters to be used in social media (PTFA Facebook page, Spotted AB, Nostalgia AB Facebook page and Class Dojo) and around the village, Nostalgia group to be mentioned to get local community interest. 'Siblings, grandparents and friends welcome'
2. KR to confirmed gazebo
3. SG to purchase prosecco
4. CR to confirm Freedom Keg – if not possible need to agree alternative
5. KR to confirm Just Crips donation – if not possible SG to purchase alternative
6. Confirm additional volunteers – use Whats App group per year
7. ED to send comms via Class Dojo sharing info about the fair and requesting donations for tombola and pre-loved uniform
8. Cups for hot drinks to be purchased
9. Paper cups for squash to be purchased
10. Flutes and cups for bar to be purchased
11. Confirm price of drinks, tombola and penalty shoot out