

Present:

Amy B, Alex, Lauren, Ami-Lou, Dawn, Beth

Apologies:

Bex, Danika, Collette, Stacey, Becky, Julie, Olivia, Amy G, Matthew, Jen, Kath, Kimberley, Sarah, Sarah H, Sophie, Vicky, Ruth

1. Welcome

2. Date:

- Saturday / Wednesday
- Other dates were discussed however with other local events scheduled and the school only being able to commit to a small number of dates. I was felt that May/June was too soon to organise such an event.

Wednesday 3rd July		Saturday 6th July	
Pros	Cons	Pros	Cons
Straight afterschool - foot fall	Difficult to organise whilst school is still open (although school have confirmed that we can have access)	Can invite people from far & wide	The weekend it falls on is a long weekend so volunteers could be away/on holiday
Volunteers and staff available	Might not be a big event as we would like	Can round off the day with something big - band etc	Other summer festival events going on
Can have access to school all day to prepare	Fewer companies might be able to attend	More small companies can be involved	People are having to make a special effort to attend
Nice way to finish off the school day for all		Bigger event	
		Animals can be on the grounds	
		Some stalls already confirmed for this date	
		Could apply charge for tickets (discount tickets/family tickets/pay it forward initiative discussed)	Too expensive - people wouldn't spend as much as stalls

Ami-Lou put it to the vote and asked all those in favour of holding it on **Wednesday 3rd July** - all in attendance raised their hands.

Despite it being felt that a Saturday would have been great, the logistics around managing what we would

really like to have, with many volunteers already away for their family breaks was going to be too difficult.

3. Events / Activities / Games / Stalls etc

It was discussed that a local scaffolding company (C.O.G Scaffolding) can build a stage in order to host a local band(s) and other showcases such as the below:

Require volunteers to reach out and contact 2 or 3 providers of each of the below in order to ascertain

- a) whether they would like to participate & availability
- b) Costs
- c) what they would require from us

Showcases from local groups:

Group:	Name of guest	Who?
Gymnastics		
Punch & Judy		
Magician		
Cheerleading / Majorettes		
Stage Kidz		
Fire Brigade / Police presence		
Martial Arts		
Dance Club (Tiny Beats)		
Local Band		

Paid Stalls/Activities

Type:	Name of guest?	Who?
Hair Braiding Wax Melts - Georgina Walton		
Face Painting		
Balloon Making		
Tag Rugby (local sports team?)		
Jewelry Making		Alex
Bath Bomb Making		Alex
The Lego Box / Lego Car Race		Alex
Caricature stand		Alex
Fortune Teller		
Bird of Prey		Alex
Wax Melts	Georgina Walton	

PFA Stalls / Activities

Stand	Who?
Biscuit decorating	
Tug-O-War	
Sponge the Teacher	
Hook a Duck (need to think about positioning)	
Tombola	
Bookstall	Amy B
Raffle	
Spinning Wheel & prizes	
Human Fruit Machine - with teachers	
2x Bouncy Castles (1 donated, 1 paid for)	

Food / Beverage

PFA - food - Mary (Dinner Lady)	
PFA BBQ (gluten free options)	
Gyros	Lauren
Pizza	
Coffee	Lauren
Ice Cream	Alex
Refreshments / soft drinks/ bars	

Ticketing the event

Events from local performances could justify applying ticket prices however, it was felt that if we were to hold it on a weekday, on the school grounds, it didn't seem fair. It was felt that it would also limit how much people were able to spend on the stands/activities.

Discussion was also had around offering family tickets at discount prices and using the pay-it -forward initiative however, overall it felt that a ticketed system would put people off, be less inclusive for all and be more difficult to manage.

An option was suggested that you could ask for donations but the event is aimed towards people paying donations towards taking part in the activities.

Music

It was discussed that we could have the DJ stood on the balcony area with the stage to the side. Ruth suggested that it might be a good idea to have a smaller stage for kids on the grass level in order to have dance competitions etc. All agreed that this would be a great idea.

The music system is going to be much better this year as the speaker didn't project enough last year - Alex has sourced.

Bird of Prey/Animals

Having a farm or animals of some sort at the event would be a good attraction to have. They have these at larger events and they tend to go down well. The school had previously decided against this idea due to mess and possible allergies.

Bird of Prey may be an alternative option to this. The idea of watching for free then charging if you want to

hold. The opportunity for pictures and charging for this, using an instant digital print was mentioned however, it was counter-discussed as people would take their own pictures and the sheets for print can be expensive. Suggestion of a photographer who makes keyrings was also made. Need to see what the Owners/providers of the Birds of Prey advise as they may have their own ideas.

Food Options

The group felt that the pizza prices were high at the last event although they did do very well with takings. It was also good how they ticketed the orders so you didn't need to wait/queue for your order.

Marios was mentioned as a possible option - although feelings were that they could also be pricey.

It would be good to have more options this year.

The idea of a BBQ is great however, this comes with lots of hygiene standards to uphold and regulations.

Ruth suggested that the Dinner Ladies at the school had the Hygiene Qualifications so it could be something they would like to get involved with

Ice Cream stand - a parent of the school has an ice cream van. Details are in previous meeting minutes which Alex will dig out to contact.

Alcohol

We decided against alcohol last year due but put option out to the idea this year - no-one seemed for or against the idea as long as we promoted responsible drinking due to it being on a week-day evening, a family event, after school and in school grounds.

Schedule of Activities

To encourage people to stay as long as possible, it would be great to have a schedule of activities throughout the afternoon for both adults and kids entertainment and finish off with a local band.

Live music (local band)- 4.30pm -6.30pm

Need to be closed up by 7.30pm on weekday

DJ Paul to play music throughout event & school to do band too. Create dancefloor? Dance competition?

Musical statues example. 3pm - 4.30pm

To be discussed at next meeting.

Layout of field/event

Layout in terms of staging, music, certain stalls and bouncy castles needs to take place - to discuss at next meeting.

Paid stands

To be kept the same as last time at 15 pound per pitch then 20% takings. This is much cheaper than a lot of events and seemed to work for buy-in and commitment.

Marketing of event

- Letters/invitations to local community
- Flyers
- Social Media
- Local Nurseries - invite children who may start school in the coming years into the school and their families
- Nursing homes
- Charities

Marketing for Raffle Prizes - all agree that the prizes need to be much better. Ruth asked for post to go out as soon as possible for this.

Amy B suggested that we could buy from Peter Pan Charity Shop to give to community as well as make money for PFA? All agreed this is a great idea.

4. ACTIONS

What	Who	By When?
Reach out to 3 different contacts in each stall/activity/category in order to ascertain: <ul style="list-style-type: none"> - Whether they can attend - What their prices are/would be (if applicable) - What they would require from us 	All - please let Ami-Lou which stand(s) you would like to help to source	24th May
Design marketing material(s) for the event & schedule into Marketing calendar once signed off	Ami-Lou and anyone else who feels creative at digital/print marketing - please feel free to put your name forward	24th March
Reach out for Raffle Prizes	All	Continuous
If anyone attends local fairs between now and the event, ask stall holders whether they would be interested in attending our event	All	Continuous
Obtain a Tombola Drum	Beth (?)	15th June
Ask Mary (Dinner Lady) whether she could offer support	PFA Core	13th April
Develop List of Community organisations we may wish to invite	Ami-Lou	24th March
As contact is being made ensure a running cost of what we would like to have is being made.	Chair / Vice Chair	Ongoing
Visit Peter Pan Charity shop for activity prizes	Amy B	Continuous on run up to event
Decision on alcohol	All	Next Meeting
Layout of field/event	All	Next Meeting

5. AOB

Sensory Garden purchases - link to things they would like us to buy. To be confirmed in an article on website & link to article on Socials.

6. Next Meeting

Next meeting to discuss Gala & Summer Fair - week commencing 8th April