

1. Welcome:

- Any absences – Libby, Collette.

2. Tuck Shop:

- Last Tuck Shop of the school year to be held on Thursday 20th July.
- Ice creams and lollies.
- Will ask for volunteers after the fair is done and dusted! **Bex to Action.**

3. Summer Fair:

- **Update on businesses attending:** Unfortunately, a couple have dropped out – home décor, candles and Elmet Tutoring. Last hurrah to ask for more stalls? Ask Sing it Out? Facebook search again for local businesses
- **Confirmed Floor Plan:** inflatables at bottom end and plugged into classrooms, game stalls bottom end near the treeline, businesses up at the front near the gates, food vans up at Buddie end (near toilets), band at top on the path, dance and martial art performances in the middle.
- **Confirmed Running Order** – final confirmation by end of Friday, just waiting to confirm exact set for Martial Arts performance.
- **Health and Safety and Safeguarding** – only entrances/exits during the fair will be the Co-op and library gates. All extension leads must be taped down (mainly inflatables). Only toilets on the end near Buddies will be open (internal doors to classrooms will be kept locked). Children who attend Buddies will not be coming to the fair unless their parents choose to pick them up early and accompany them.
- **Any outstanding equipment/items that need sourcing:** Limbo game – check Home Bargains. **Alex to Action.** Megaphone. Main prizes – order completed during meeting – unicorn eggs, mini dolls, trucks and cars.
- **Volunteer rota and roles** – please speak to Bex if there are any issues. Will try and encourage more people to volunteer (and potentially ask some teaching staff) to help balance the load.
- **Cash Handling and Finances on the day** – 12 floats needed. £20 in each: £5 note, £5 in 50ps and £10 in £1s. Paper printed with what's in each float and stuck inside. **Alex to action.**
- **Social Media and Promotion** – final push - promote Raffle and prizes etc. **Bex to provide final list of raffle prizes. Sarah to post and mention some on FB to act as an enticement.**
- **Arrange time to sort Tombola prizes and Bric and Brac** – tomorrow morning, after the school run (Thursday 6th July).

4. Any Other Business:

- N/A

5. Conclusion:

- Review Actions.
- Agree date of next meeting – will reassess after Summer Fair.