

PTFA meeting 09.05.22

Present

Kirsty Ibbitson, Emma Jasper, Laura, Jennison, Wez Little, Jenny McVay, Katie Savage

Apologies

Gemma Stead

Baildon Summer Carnival – 9th July

Agreed to keep the stall simple with the focus on pushing the Buy a Brick campaign.

Agreed on Guess the Name of the Teddy using Build a Bear teddies including named certificates and Guess the Number of Sweets in the jar games. Names agreed on.

Need volunteers for the carnival.

Need to know the times of the carnival (Confirmed after the meeting as Parade from 1.30 – 2, Carnival from 2-5).

ACTION: WL to buy the teddies. £1 a go. The guess the number of sweets will be completed on the carnival day. The Guess the name of the bear will be completed and name revealed at our school fair on 15th July and the winner will be contacted after that.

Summer Fair – Friday 15th July

Agreed that the committee cannot staff this on our own and we need to ask for volunteers. It won't be able to run if we don't have enough volunteers.

Decision made to assign a stall to each year group and then ask for a group of parents/guardians from each year group to prepare for, organise and man the stall at the fair.

The committee with year 2 will need to organise the bar and buy the products. We will need a team to set up and arrive an hour before.

Activities

- Hook a Duck – Nursery
- Name a Bear stall – Reception.
- Wang a Wellie – Year 1.
- Bar – Year 2
- Beat the Goalie – Year 3.
- Front of House, selling tokens, Buy a Brick, raffle tickets - Year 4
- Sweets/Chocolate Tombola - Year 5. (Non uniform day on Thursday 8th July asking for contributions). Donations to be stored in school until the 15th July
- Face painting – Year 6. (Chairs and table needed. Simple designs to keep queue down. Year 6 kids to design and do the face painting. Parents would need to supervise).
- Inflatables – Fisical are donating 6 of these free of charge. Can we ask them to provide staff for this and we will pay the staff?

ACTION: JM to speak to James and Tom Greaves.

- Splat the Teacher – chairs, sponges, water buckets. Teachers to organise.
- Music performances to be held inside, organised by Bridget Armstrong.
- Climbing wall - £150 – agreed we want this and will be staffed by council.
- Orienteering with Pinker-Hull family.

ACTION: EJ to speak to Greg & Faye regarding running this.

Volunteers

People already willing to help are:

Sara Daniel

Jane Johnson

Becky Sterritt (if has completed other commitments).

Wez Little is away so can't assist during the week leading up to the Fair.

ACTION: KS will put a sign-up sheet in staff room for staff volunteers.

Raffle

It was agreed to leave the raffle for the winter fair. Try and push Buy a Brick a bit more instead.

Agreed to find some larger prizes and will receive in return for 'buying a brick'.

ACTION

EJ to speak to Sara Daniel to look for a prize.

EJ to speak to Tordoff family re Bradford City tickets.

KI to speak to Caroline Darnbrook re Yorkshire Cricket tickets.

WL to look in to restaurant meal.

Bar

There was confusion about whether we have a rolling bar licence or need to apply for each event.

The bar should be located under the overhang area outside the hall. Agreed to sell the following drinks:

White wine, red wine, prosecco, cider, lager, water, lemonade, fruit shoots.

ACTION: WL to speak to Amanda about this. How much have they previously spent on alcohol?

WL will lead on the bar.

Food

Agreed to approach Nathan to see if he can provide food at the event.

ACTION: KS to speak to Nathan and also enquire about fridge space.

Ice cream van

ACTION: WL to speak to Phil Kool to see if he will attend and give a donation to the school. Only to sell ice creams and not compete with the food stall and bar.

Methods of payment

Potentially have 4 card reader accounts already. Agreed to have a card reader on the bar, food stall, buy a brick/tokens stand.

KS confirmed that we can have access to the school for wet weather and the gazebos will be available. Stalls can be set up during the day.

Need to agree running times once KS has spoken to Nathan but we are hoping to run from 5pm – 7.30pm. Committee staff will close it down along with any volunteers who remain at the end.

A plan of the stalls will need to be drawn up nearer the time.

A risk assessment will be required for the event. Any external providers / staff will need to provide their own risk assessments for this.

A proposal was made to establish a Summer Fair WhatsApp group once we know who all the year group leaders will be.

A request for volunteers will be made on the front page of the school newsletter. Year group reps need to tell us who the volunteer leader is. Email ptfa with name.

Other Events

Cheque for Bag2School will be banked this week.

EJ to write letter of thanks to the family who made the anonymous donation of £500 towards the school library fund.

Need to offer affordable uniform scheme. School are dealing with this. No PTFA involvement required.

Alpaka event non-starter due to high costs.

StickIns – **JM/GS to email and enquire about it.** Offering free labels for the new starters in September. Summer term advertise new labels.

KS meeting Mrs McCaul tomorrow to plan Reception new starters evening. PTFA rep needed for this.
EJ to write a new starter letter.

Plan for next year is for a coffee morning for all parents to be held once every half term. PTFA to attend if possible.

Co-op funding application.

ACTION: WL to apply before 29th May. KI to send link for applying.

PTFA paid out for year 6 party photo booth. Money sent to school for playground donations.

Promo video. Pause the idea for the moment as too much else on.

Constitution and code of conduct written by EJ & KI. All need to reply to say in agreement. Social media, safeguarding policies are needed. **EJ to write these based on Parent Kind models.**

KS reminded that a trained First Aider is needed at all events. JM is a qualified nurse so this will be covered as long as she is in attendance. Will need an alternative for when she is unavailable.

Next meeting Monday 23rd May @ 7pm to review the progress made on plans for the Summer Fair.