|  |
| --- |
| **Barnston PA Meeting** |
| **Date of meeting: 3rd May 2023**  |
| **Attendees:** Vicky M, April H, Emma D, Kirsty T, Sam | **Apologies:** Carolyn J,Laura Q**,** Sarah S, Claire D, Becky M, Vikki |
| **Item for discussion** | **Notes (summary)** | **Actions** | **Lead** |
| **Review: Mothers Day Gifts** | **Review:** * **Online Orders:** £720.20 (196 sold)
* **Costs:** Difficult to assess as purchase of goods was pre-covid. £170.71 for extra pots, compost etc + £30 for craft materials. Estimate cost per gift £1.50, enough materials for 330 gifts.
* Could estimate costs at £450 for future.
* Estimated profit: £250+ (being conservative) probably £500 profit to hit the account this year, due to the gap between purchase and use.

**Learnings for next year**: * Huge success, down to lots of hard work from Emma. Thank You.
* Try to go for a cheaper option and keep personalised element to maximise profit and give value to parents.
* Try not to clash with other things in the school calendar (early scheduling with Mrs Pearson). It was a challenge clashing with Children in Need / non uniform day / bring coins to assembly and probably reduced payments, as parents couldn’t keep track of what they had / hadn’t paid for.
* Had lots of volunteers and needed lots of volunteers.
* Took all the time we had allocated (reception came in from break early, which helped).
* Decision for future: Do we do for all children, or do we only do for those that have paid next time?
 | See if Carolyn J can see any historic purchasing linked to this and provide a profit figure. | Emma D |
| **Review: Tuck Shop** | **Review:** * £53.55 profit
* No cost as used left-over goodies.

**Learnings for next time:*** Good as a one-off to use up surplus supplies. Wouldn’t make a profit if we were purchasing goods.
 | NA |  |
| **Review: Disco** | **Review:** * Spend on glowsticks and refreshments = £137.87
* Online sales = £734.21
* Cash sales = £18
* Profit = £614.34

**Learnings for next time:*** Party bag in classrooms with snack and glowsticks per person for all that had ordered, distributed by teachers to help with allergen challenges. This would stop the scramble for snacks, feed hungry tummies and resolve the challenges with older ones tricking vols into giving them more glow sticks by hiding the ones they already have.
* St Peters charge £5 and provide goodie Bags with drink and sweets then sell glow sticks as an extra.
* Could we look to schedule when no clubs (first week of term) or give Mr Jones notice on the dates so that he doesn’t clash and there are not complaints about double paying for clubs and disco.
* Huge thanks to Christian, aka DJ Pic’n’mix, this profit wouldn’t be possible without him and the kids love him.
* Water and paper cups to be available in the resource room rather than giving out plastic bottles to all kids.
 | Vicky to enquire about dates for a Halloween disco with school and DJ Pic’n’mix. | Laura Q |
| **Review: Paperchain Fundraiser**  | **Review:** * **Costs:** £1.99 per 100 links. Sale or return on the number we have purchased.
* **Prizes:** Family passes (free of charge) from Eureka and Brimstage Maze.
* **Sales so far:** 26/4=31 links, 28/4=88 links, 3/5=21 links

**Learnings for next time:** * Hard with the limitations of advertising and licencing. Could look to write to gambling commission for further guidance / permissions in future to check we are not overcomplicating things unnecessarily by following the rules (which are hard to interpret).
* See how this one goes on Friday.
 | Kirsty T to seek further guidance and permission for future.  | Kirsty T |
| **Thank you letters** | Went down really well. Huge thanks to the children that contributed.  |  |  |
| **Current Bank Balance £5627.41**  |
| **Future Event: Sports Day Refreshments****25/5/23** | **Discussion:** * Check weather forecast in the days before and decide whether to just do hot drinks, or whether to sell cold cans too.
 | Vicky and Sam to check supplies in the cupboard and see if anything needs restocking.  | Sam |
| **Summer Fayre: 9/6/23** | **Entrance Charge:** £5 per child. £1 per adult. Free for under 2.**Raffle:** Vicky has applied for a licence, which would give us options. Our preference would be paper with books sent out with every child in a sealed envelope addressed to ‘parent / carer’. Kirsty to draft letter / email to local businesses to ask for prizes and produce a list of places to send PA group to add to list and utilise their contacts too. April to register on Rafall as a back-up. Estimate of 500 books. Ask Sarah for details of who we have used in the past. **Entertainment:** * **Action: ask whatsapp – anyone got ideas for entertainment that we can get for free**
* Invite Heswall Tennis Club to do a game, promote themselves.
* Yoga Bears to attend?
* Mr Jones – beat the goalie?
* A-z safari and reptiles off roading - Sam to enquire
* Creepy crawly show?
* Pirate parties – Vicky to ask school
* Hook a duck - Vikki
* Pony parties - Vikki
* Animal sanctuary etc – Emma to investigate
* Parent at school is a personal trainer – maybe ask if they want to do anything.
* Emergency services would be good – some challenges in the past with access due to poor parking. Ask Rachel for advice. Emma to ask buddies about police.

**Year 6 children do their own stalls:** Vicky to check whether we need to do anything, or if school can run this. **Marquees:** Kirsty to enquire about borrowing **External Stall Holders:** Vikki to lead. £20 per stall plus raffle prize. Each stall holder to share proof of public liability insurance.Invite Cains to sell uniform and do pre-orders – Vicky to invite. **PA Stalls:** * Bottle tombola
* Stocks (ask Mrs Pearson who will be involved)
* Flower stall
* Glitter Tattoos – Vicky to look at parentkind.

**Volunteers:** Need to ensure volunteers get to enjoy. 1 hour shifts, with 1 hour to enjoy. **Bouncy Castle:** Activities for All not available. Sarah recommended K&K. Ask Sara to sort. **Food:*** Applied for a TEN, if we get a licence could sell gin in a tin and beer.
* PA run cake stall
* PA run snack stall (nachos, popcorn, crisps etc).
* Hire a chest freezer and run a freezer Friday – Sam to ask parents about their spare
* Hire a slush machine – Emma to investigate

**Poor weather contingency:** Ensure everyone attending knows that there is a possibility of cancelation. Mrs Pearson to make final decision on cancelation due to inclement weather. Action: Kirsty to look at first aid. **Discussion:** * All of this dependant on good volunteer numbers. Need to get a list out soon and then decide which stalls / food stalls are the most profitable and pull anything we cant man. Free drinks voucher for volunteers. Ask if any teachers / pa’s can help.
* Kirsty to draft sponsorship proposal.
 | Kirsty to: * draft raffle prize request letters.
* draft sponsorship proposal.
* Enquire about borrowing marquees from Claire House for a back-up.
* Check first aid provision for estimated numbers.

Vicky to:* Get request out for volunteers asap, so we know what we can deliver.
* Ask Sarah for details of raffle book providers.
* Invite Heswall Tennis club
* Enquire with school about pirate parties that attended last time.
* Check whether we need to do anything for the year 6 stalls or if school will manage.
* Ask Rachel for advice on emergency services attendance.
* Look at glitter tattoo suppliers on parentkind.

April to: * Investigate Rafall as a back-up option.
* Invite Cains.

Sam to:* Enquire with A-Z safari and reptiles.
* See if we can borrow chest freezer.

Emma to: * Ask buddies about their police contact.

Vikki to: * Lead on stall holders (check form and ‘hit list’ with PA and then get them booked in).
* Investigate Hook a duck.
* Enquire with pony parties.
 | Need to determine leads for different areas (Refreshments, Entertainment, Raffle, External stalls, tombola, etc).  |
| **Items parked for next meeting** | Bingo – move to AutumnFather’s Day Gifts– discuss via WhatsApp and agree at next meeting |  |  |
| **Date of next meeting** | **Summer Fair Committee Meeting: 17th May, Zoom, 8.30pm** |  |