

### Minutes from FOSP Summer Fair planning meeting 11/04/19

Attendees: Joanna (JW), Helen S (HS), Helen T (HT), Racheal (RC), Bradley (BS), Kathleen (KD), Keeley (KG), Michelle (MP), Clare Crawley – new (CC) Jayne (JB) Catherine Meeks – new (CM)

Apologies: Danny Solazzo – new (DS) Lizzie (LRH), Fabia (FA)

### Summer Fair – Planned for Saturday 13<sup>th</sup> July 2019 12pm – 3pm (NEW TIME!)

#### Points made:

30 helpers are required as per the Jobs List 2018

88 families attended

Set up times: 9.30am arrive at school. Give 2.5hrs to set up. Time consuming getting tables onto field. Stall helpers to arrive no later than 11am to set up their stall. Staff may arrive slightly later than FOSP but HS will ensure school is open for us.

Majority of stalls on the field except chocolate tombola, cake and hot drinks, face painting, sweet jars, money tree and food.

Donations of carrier bags/bags for life required for children to put prizes in etc.

HT to go through boiler room and see what there is leftover.

#### Helpers so far:

Helen S Helen T Joanna Racheal Bradley Fabia Kathleen Lauren Jenny Smith Danny Solazzo Andy Buxton Clare Crawley Catherine Meeks (set up only) - require further helpers. JW will send individual emails to those who haven't yet responded and HS will ask staff to volunteer.

#### Tombolas:

Chocolate – was indoors last year due to heat. 2 helpers required. 2 x non uniforms required

Sweet Jars – classes had competition as to who brought the most jars in. HS will schedule a start date. Didn't sell out on the day but sold them after at assemblies/breaktimes. 2 helpers required.

Toys – sold out quickly. 2 helpers required. 1 x non uniform day required

Bottles – 2 helpers required. 1 x non uniform day required.

#### Food

£236 was made in 2018. Bacon Butties – bread donated by Kelly Balmain JW will ask again. Bacon to be provided by Class 1 and 2 Non uniform day on Fri 12<sup>th</sup> July.

KG will think about BBQ again as transporting it was an issue in 2018. Consider Olly White's vehicle again as he helped last year.

#### Tuck Shop

£73 was made in 2018.

150 cans required due to selling out quickly last year. 100 bottles of water and 200 cup drinks – any left can be used at Spooktacular.

Gazebo's may be required – HT, MP & FA have them

#### Hot drinks & Cakes

To be served in Class 2 – cakes to be provided by Classes 3,4 & 5 Non uniform day on Fri 12<sup>th</sup> July.

#### Ice Pops

£28.78 was made last year. Will do again this year, need more. Didn't have many to sell last year because sold out at Sports Day which was the day before.

#### Raffle:

£784.00 was taken last year.

BS to sort the licence out. Will cost £40. BS to also sort the tickets themselves, including the licence number on them.

JW will find last year's raffle prize list and coordinate the prizes for this year but needs to be a team effort due to the amount of prizes required. All to email JW with any obtained prizes. HS has some smaller prizes in her office. HS to contact the Dunkenhall Hotel again re top prize. FOSP to consider a cash prize if struggling for top prizes before tickets go to print.

Children to be sent home with tickets for parents to buy/sell.

Raffle draw to be mentioned in the programme so that people know what time. Draw to be 2.15pm.

#### Lucky Programme:

KD to co-ordinate. Contact businesses who advertised last year, offer them the same again. £270 was made from the advertising last year. HS will mention this in her newsletter from now on.

Use same Headteachers welcome as 2018 if suitable. KD to check.

Each one will need numbering for the Lucky Draw. £20 cash prize. Drawn same time as the main raffle.

#### Flyers and Posters:

KD to use previous design work with change of date and time. 200x A5 flyers (150 for school and 50 for distributing in the area) and 10x A3 posters to be printed by MP. **Printed and in school by Friday 24<sup>th</sup> May ready for sending out Monday 10<sup>th</sup> June (first day back)**

#### Banner:

JW has secured a free banner for the school gates. KD to design 3ft x 2ft and JW will send artwork to Excel Signs in Waterfoot.

### Stalls:

Tombolas x4

Hook a duck made £38 last time

Money Tree - £68.31 last time - !75 envelopes need decorating for this year HT to order and send into school.

Spot the Ball - £26.20 last time – need a new game as the one we had has broken. May be too time consuming/costly to make one or buy one. Consider new game.

Swat the Wasp - £25.10 last time

Nerf Shootout - £38 last time

Golf Challenge – nobody won the prize last time which was £5. £47 last year.

Facepaint – didn't make hardly anything. Not worth doing as children couldn't go on the bouncy castle with face painted. Miss Green also on Mat Leave this year so not bothering with stall for this year.

Tattoos – £26.50 last time – enough in stock

Slime - £170 taken last time. Slime making afternoon in club room – HT, KG, MP (if Fri Pm) and Lauren and Sarah? RC to send HT link to ingredients. HT to coordinate an afternoon convenient for all involved.

Braid Stall NEW! – new parent Donna Love has offered her help at the fair and is a hairdresser. She has suggested a Braid Stall and she can also bring hair chalks. HT and JW suggested £1 a braid.

Punch balloons – price up see if worth selling RC to do this.

### Floats

16 stalls with £20 in each float. HT will sort the cash from the bank and JB and CC will separate into 16 tubs Friday 12<sup>th</sup> July.

### Bouncy Castle:

£81 taken last time

RC to contact same company as last year for a quote on an obstacle type inflatable. Standard 11ft x 15ft castle was £69. CC to also ask contacts for quotes.

### Entertainment:

JB suggested some form of entertainment. It was suggested to have school children doing cheerleading, singing stars, dancing etc. HS suggested the Valley Hoopers coach who currently does the after school club HS to contact her.

### Olly's Woodland Learning:

Olly White has offered to come back again this year to toast marshmallows in the woods area of the field.

### Bar:

Discussed and decision made not to have a bar due to the cost of licence and if the weather isn't like last year would it be worth it.

### Emergency Services:

BS to see if he can arrange an ambulance or rapid response car

RC to see if husband can arrange police van

MP to see if she can arrange fire engine from Rawtenstall

### **Pyjama Party – Friday 10<sup>th</sup> May 2019 - 5.30-7.30pm**

Film starts 5.45pm. 90mins long ideally. Ending 7.15pm.

Film TBC by HS and JW will do flyer. MP to print 70 ish A5 leaflets. £4.00 with free popcorn.

Flyers out Mon 29<sup>th</sup> April – first day back.

HS to put on next newsletter.

Helpers: Require 1:6 (8 helpers) - Helen T Joanna Kathleen Keeley Michelle Catherine and 2 x staff.

JW to ask Gill Birt as she has helped with this one in the past.

### **Bee Lucky:**

– BS confirms new people have signed up since our flyer went home. BS to confirm how many.

HS asked for a FOSP volunteer to talk to families at NEW starters parents evening on Thurs 20<sup>th</sup> June – there will be 9 new families.

**Next Meeting planned for Thursday 13<sup>th</sup> June at 6pm**