

PTFA Meeting Wednesday 10th October 2022 – Hybrid

Attending

Jodie Parker (JP)
Hannah Myers (HM)
Katie Gibson (KG)
Sarah Fear (SF) - via Zoom
Sarah Prior (SP)
Gary Smith (GS)
Andy Marchisio-King (AMK)
Clare Leavesley (CL) – via Zoom
Claire Holdcroft (CH)
Mr Gough (RG)
Sam Edwards (SE)
Nicola Boddison (NB)

Limara Knowles (LK)
Sarah Chambers (SC)
Sam Barker (SB)
Jayne Bates (JB)
Stuart Hamson (SH)
Louisa Griffiths (LG)

Apologies

Rachel Patterson (RP)
Laura Page (LP)
Verity Granger (VG)

- JP started the meeting by thanking for such a good turnout for the meeting.

Firework update - GS

- GS informed the PTFA that 'Fireworks Jim' had took part in a site visit at Codsall Middle School.
- GS shared a 'to do list' from PowerPoint to update members on the progress of planning the firework night. This included the following things to be discussed and arranged;

- **Alcohol/Food –**

- **Alcohol Licence-**

- GS had started to arrange the license for the event.
- Suppliers were discussed and it was decided to look for deals at supermarkets closer to the time.
- NB offered use of blue light discount.
- Options of ready mixed gin in cans, mulled wine, cider, lagers, and bottles of wine were explored.

- **Hot food/Snacks/drinks –**

- It was agreed that it would be explored to hire food companies instead of providing food ourselves due to amount of people anticipated to attend the event.
- CL shared contacts with a pizza and burger company.
- It was agreed that Pizza and burger companies were to be explored and arranged ASAP.
- As a guide, quantities bought for the Summer Fayre event were-
 - 100 sausages
 - 100 burgers
 - 50 samosas
 - Vegan option

- It was agreed that people were happy to volunteer to sell sweets on a stall also.

- **Ops-**
 - **Resident's letters.**
 - The committee agreed to help with delivery of a leaflet to pre warn residents about the event.
 - SB agreed to create the leaflet that would be distributed to residents.
 - It was suggested that we also add the following details to the leaflet -
 - No sparklers.
 - That alcohol is not permitted other than what is bought on the premises.
 - Reminder that we are not liable for damage to clothes and to wear 'old' clothes to the event.
 - Large font for the elderly residents.
 - Timings of the display for residents.
 - **RISK assessment / (First aiders – St Johns)**
 - A range of options were offered including, St John's, parents that have links to the ambulance service and pediatric first aid company. Costs of these services are to be explored.
 - **Marshals – kit/brief**
 - After sharing a site map it was agreed that at least 15 people were needed as marshals in order for the event to be safe, including 2 people on gates around the outside of the site.
 - Clean up (Bin bags)
 - It was agreed that JP would share an online Microsoft enquiry form to ask for volunteers for the event.
 - **Parking NON on site or surrounding areas (advise on ticket)**
 - A range of suggestions to overcome parking hazards were suggested and it was agreed the following would be explored.
 - PCSO's presence.
 - The Hub car park .
 - The Methodist church car park.
 - St Christopher's.
- **Sales –**
 - **Ticket pricing –**
 - It was agreed that the event would be pre bookings only with the option of allowing to pay on the door if tickets were left. This depended on capacity of the event.
 - The capacity of the event would also need to be explored. Previous events totaled around 1000 people.
 - The following prices were decided –
 - £3 child, £8 adult , £20 family ticket.
 - It was decided that when counting people for capacity we would just take the family ticket as a family of 5 in order to ensure that we do not go over the maximum capacity.
 - Payment method brief – This will be ordered through ParentPay.
 - Playground presales- if tickets are still available there would be the option of selling tickets on the playground in the week leading up to the event.

- **Stalls-**
 - Tat – it was decided that an ‘eco friendly’ option would be explored but not essential.
- **Other –**
 - PA System – RG offered to sort this for the event.
 - It was suggested that all facilities were to be kept outdoors to minimise any damage within the school.

Actions –

- Pizza and burger companies to be explored and arranged ASAP.
- SB to create the leaflet that would be distributed to residents.
- Costs of first aid services are to be explored and arranged.
- JP to share an online Microsoft enquiry form to ask for volunteers for the event.
- PCSO’s presence to be arranged.
- The Hub car park to be contacted.
- The Methodist church car park to be contacted.
- St Christopher’s car park facilities explored.
- The capacity of the event to be explored.

Date of next meeting – Wednesday 12th October 7pm