



**Registered Charity Number: 1027377**


## Minutes - Summer Fete Meeting No 5.

*Friday 23<sup>rd</sup> June 2017 - 10:30am - Junior School*

Attendees:	Apologies:
Caroline Frost (CF) Emma Collier (EC) Allison Hawtin (AH) Stephanie Ireland (SI) Donna Picton (DP) Liz Benjeddi (LB) Michelle Pass (MP) Siân Coventry (SC) Fleur Warnock (FW) Tina Baunton (TB) Sharon Percival (SP) Pamela Hubble (PH) Anita Pollard (AP) Tracy Croft (TC)	Sara Lines Lee-Anne Glover Fay Lodge

### Summary of Discussion: (Summer Fete - 1<sup>st</sup> July 2017)

- Caroline Frost thanked everyone for coming then quickly ran through the points from the last fete meeting.
- Emma Collier has bought the top prize (iPod Touch) for the Grand Prize Draw. Sharon Percival has recently secured tickets for Stay & Splash and a photographer session. **SP** to get these prizes to Allison Hawtin. **TC** to collect the Summerhill's flower planter on Friday 30<sup>th</sup> June. No other prizes added. GPD stubs, money and un-sold tickets to be returned to school offices by Wednesday 28<sup>th</sup> June.
- Allison Hawtin contacted Richard Chiassaro but he's not available to open the fete, Siân Coventry sent a message to local comedian Lee Evans to request he opens the fete but

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unfortunately he did not reply. **AH** to check with Charlotte Smith whether any of her friends will be dressing up in the Photobooth and if one of them would like to open the fete.

- Thanks were expressed to Debbie Galaud for cellophane wrapping tombola and raffle prizes, to Kat Reader for designing and painting the Wet Sponges board and Mike Collier for building and varnishing the Wet Sponges board, plus making the new Splat The Rat game. Thanks also to Andrew Hawtin for making 12 Coconut Shy stakes.
- Caroline Frost discussed the Risk Assessment and emergency exits and also showed photographs of some of the new stalls and then the signs by Michelle Pass. **MP** to make additional "Accessible Toilet" sign and "Emergency Exit Only" sign.
- Helpers setting up on Saturday 1<sup>st</sup> July from 8am please - Liz Benjeddi has agreed to be at the school for that time. Stephanie Ireland will be there from 8:30am.
- **SC** and **MP** to prepare candy floss Saturday morning in the school grounds.
- The Second Hand Toy stall will need setting up by helpers on the day, and anyone spare should help to set up the clothing on the Second Hand Uniform stall too.
- Tracy Croft has the sticks to paint for Pick A Stick.
- Greg Nagle is covering Basketball. The Barrow of Booze is currently only manned between 12-1pm. Siân Coventry said one of her relatives there on the day may be able to cover Barrow of Booze.
- Friday evening set-up help confirmed as: Mike Collier, Andrew Hawtin, John Frost and Chris Frost This will be from 3:15pm.
- On fete morning, everyone's stalls should be set up by 11:30am and then each stall holder to collect their float from the cash office, there should be a PA announcement for this.
- Sarah Green has kindly volunteered to run Refreshments all afternoon. Refreshments will now be in the Junior Hall, not the kitchen area. There are 3 urns - one from Infants, one from Juniors and **SP** to bring hers.
- Ping Pong Pot has been moved next to Splat A Rat.
- Each fete rep said how difficult it is to fill their stall(s) timeslots. **All fete reps** to post in the Summer Fete 2017 messenger group on Friday 30<sup>th</sup> June with the gaps they still have.
- Lucky Dip wrapping has been split between Allison Hawtin and Michelle Downs, this is now all complete.
- Emma Collier requested that people bring gazebos and large umbrellas/parasols if they have them.
- Friday morning help confirmed so far as: Allison Hawtin, Emma Collier, Fay Lodge, Tina Baunton, Lucy James and Gareth James. **DP** to speak to Mr Worboys - Infant School Caretaker to reserve 2 parking spaces in the school car park. Liz Benjeddi said that some Year 5 children will be available to help also.

- Unfortunately Matt Gough (paramedic) is not available on fete day. The following people are first aid trained and will be present at the fete: Miss Morgan, Anita Pollard, Donna Picton, Emma Collier and Helen Wasdall. A portable first aid kit will be left in the cash office.
- Allison Hawtin explained that as of Thursday 22<sup>nd</sup> June Dance Steps Academy have pulled out of their arena display due to lack of students participating. Discussion held on how best to fill the slot, can the firefighters put on a display?! (However it is possible they will get called away at any time) It was decided that Mr Bye's Stick The Teacher to the Wall slot will be started slightly earlier to compensate for the free slot.
- **CF** to put up 5 new "Summer Fete Here This Saturday" banners this weekend around both school grounds.
- Liz Benjeddi went through her list of staff that are signed up for the BBQ, more help is desperately needed here. There are at least 5 people short for each timeslot, 11am-1pm, 1pm-3pm and 3pm-5pm. **SP** to check if her husband can help on the BBQ. Perhaps only run 3 of the 4 BBQs that we have stored?
- **MP** to see if she can drum up more volunteers to help out.
- Liz Benjeddi said she would move Friday afternoon PE to the field to leave the playground free for bits to be set up, and also freezers can be set up in the Junior staff room and then moved into position in Mrs Goodwin's classroom for the Ice Cream stall from 3:15pm on the Friday.
- **AH & EC** to go over how each stall will run - i.e. cost per go and instructions.
- Donna Picton suggested Emma Collier ask Iceland for free carrier bags when she collects the ice cream on Saturday morning.
- Stephanie Ireland suggested Happy's Circus tickets can be sold at the new intake afternoons. **DP** to email dates over to Emma, Allison and Caroline.
- Emma Collier said that Leanne Keep is buying coconuts and coal from Barley Lands Farm Shop on her behalf.

**And that now concludes all Summer Fete 2017 preparation.**