

## Walter Evans PTFA meeting – Weds 6<sup>th</sup> July 2022 19:30

Held in person at school and also on Zoom

### Attendees:

Jacqui Young  
Gill Richardson  
Zoe Clarke  
Clare Hadway-Ball  
Phil Cunliffe  
Andy Wright  
Raki Raya  
Karen Merchant  
Vicky Seal  
Runa Picton

#### 1. Apologies

Heather Dunbar  
Michaela Grimley  
Rob Owen  
Upnesh Grewal  
David Brown  
Keith Coull

#### 2. Acceptance of 8<sup>th</sup> June minutes

Confirmed and accepted.

#### 3. Brief update on financial status

Full year's accounts are to follow but in brief since the last meeting we have had two main events – the summer fair and the summer party. The summer fair raised over £4,500 profit and the summer party raised c£1,500 profit but to be confirmed.

*Action: Full accounts to follow for the year*

Card reader has been a significant success, meaning that all bar one of the auction prizes were paid for on the night.

#### 4. New funding requests and school update

*Action: Invoice for the ice cream van to send to Rob for payment*

Jacqui gave a school update. The total for the new books was just under £12k of which the PTFA have funded £6,000.

This has been received with immense gratitude from the school.

The installation for the school PE equipment is due to take place at the end of term on the inset days.

#### 5. Recent Events Feedback and Thoughts

##### a. Summer Fair

##### a) Drinks

Propose in future to bring all of the drinks outside rather than the interior with the food. Keep food and drink separate.

*Action: Gill and Vicky to supply details of the drinks that were purchased and sold to the notes for the summer fair*

Card machine was brilliant at the bar and assisted with sales considerably.

#### b) Food

Food sold out about an hour early. Could probably have doubled the quantity of food.

Food that was chosen went down well.

Excellent support from the catering ladies.

Continue to use the same model. New contact that we have for Indian food – Jas in the kitchen provided details, excellent quality.

Feedback not to do the tinned hotdogs, either do proper sausages or not at all.

Clare suggested getting vendors in like we have at the Christmas fair? Can we do this feasibly?

Jacqui suggested Greek Salads to offer alternatives.

#### c) Successes

Card machine worked well. Bar and food are the best locations for the card machine

Need to turn off FaceID on a phone for the card reader as this caused queues.

Bouncy castle assault course worked well. This came from Marshals Castles, Nottingham.

Wet sponge stall was a huge success (thanks to the staff!)

#### d) Issues

Chocolate tombola in the heat caused some issues.

Have contingency for all weather! We had planned in case of rain but not for extreme heat!

#### e) Thoughts for future fair

Consider a water slide? However this may leave a mess on the field.

Kids were instantly attracted to the ice cream van

Entry: Perhaps consider £2 an adult and kids free.

Studio86 would like to do a dance show, can we offer time slots to the dance schools

*Action: Future events to contact the dance schools that have offered raffle prizes recently and offer slots for showcasing if they would like to.*

### b. Summer Party

Firstly a considerable thanks to Vicky and Upnesh for excellent organisation of a very successful event.

#### a) Food and Venue

Food was excellent. Excellent for all dietary requirements.

Local venue was excellent but generally went well. Room was filled.

Positive feedback from all people that attended.

b) Auction / Raffle

Phenomenal effort from local businesses in offering gifts.

*Action: Raki is going to post thanks to all of the businesses.*

c) Successes

Silent auction worked really well

DJ was great.

d) Issues

Reception parents would have liked to have seen the auction online but this would have been a negative for the atmosphere therefore likely to retain the same format in the future.

e) Thoughts for future party

Can we roll out the same format for next year? It works well. Not proposing that we do the same every year but maybe do one more year the same

c. Parent Survey

Gill and Clare have been working on a parent survey of their feedback and thoughts on PTFA events. This will go out in the next week

*Action: Gill and Clare to send out in the whatsapp groups and then a ParentHub message can also be sent out.*

## 6. Future Events

### a. Event Calendar

#### a) Autumn Term

23<sup>rd</sup> September: Disco

Different times for different year groups. Andy offered to be the lead organiser.

*Action: Andy to book the DJ before the summer break*

October: Trail

November: Christmas Cards

December: Secret Santa (provisionally first weds and thurs in Dec), Movie Night, Christmas Fair??

#### b) Spring Term

February: Disco

March: Quiz and chips

April: Easter Egg decorating

c) Summer Term

May: Parents party?

June / July: Summer fair? Year 6 parents will organise the fair (suggest an upper limit / or percentage of what the profit is)

*Action: Gill to ask school about tea and tissue event. Do we have provisional dates that can be scheduled in to support?*

7. Communication

Everyone expressed their thanks to Raki for a huge effort made in promoting the events and managing to obtain more prizes etc.

The plan of events is crucial to being able to manage the comms next year. The school disco will be marketed now and at the first event back we will aim to finalise a timetable of events for the academic year.

*Action: Timetable of events to be finalised at the next meeting in September*

8. AOB and next meeting date

Thank you to everyone for their hard work and support over the past year.

- a. 14<sup>th</sup> September at 19:30
- b. AGM – 5<sup>th</sup> October at 19:30
- c. 2<sup>nd</sup> November??
- d. 7<sup>th</sup> December at 19:30

Have a wonderful summer break!