

**Manor Church of England Infant School PTFA and Stepping Stones Meeting
Minutes, held on 28th of April 2017 to discuss the joint Fun Day**

Present Committee Members: Nicola Fleming, Lorna Hall, Laura Baxter, Rachel Reeve, Kat Roberts, Karen Anderson

Present Staff Members: Mrs Hale, Mrs Welling, Mrs Mountford

1. Financials of Event

The Fun Day will be held as a joint event, with profits split on the larger stalls. It was agreed that the refreshments, the bouncy castle and raffle would all be run together. Other large items, such as a petting zoo may be added later. The treasurers of each committee need to ensure costs are recorded against the joint stalls so that the correct profit can be determined.

RR/Stepping Stones

Each organisation will run their own smaller stalls, and keep the profits made from these. It is likely that doubling up of some stalls will occur, but is not seen as an issue. Stepping Stones have a professional face painter. Manor will offer smaller face stencils. Stepping stones have access to stocks and volunteers are needed to go in them. Manor will also be holding a table top sale in their main hall, with 10 tables offered to local businesses at £10 each. Mrs Hale to check the level of public liability insurance that is required by each business. **MH**

Each organisation are to come up with a list of the stalls they wish to run based on the number of volunteers they have and this will be reported back at the next joint meeting. **ALL**

2. Time of Event

The Fun Day will run from 12-2.30pm with the raffle drawn at 2pm in the Arena. Set up will start at 9am and time after the event will be needed for clear up.

3. Volunteers

As always, plenty of volunteers are required to run stalls, set up and clear away. So far, Manor have 21 parent volunteers and some members of the staff. Stepping Stones Committee have all volunteered as well as 4-5 staff members. More volunteers will be required and a volunteer schedule for the day needs to be made. **ALL/NF/LB**

4. Sponsorship

Laura Baxter is continuing to pursue having a sponsor for our event with both Costco and Exxon being asked. Any money obtained will go towards funding the bouncy castles and the possible petting zoo. **LB**

5. Bouncy Castles

Nicola has provisionally booked a package with Bounce Dept. which will cost £300 for a large pirate themed bouncy castle, an inflatable slide and an assault course. A further small bouncy castle needs to be booked for the under 5's. Pricing needs to be determined for each inflatable, with £1 per 5 minutes suggested. We need to check with Bounce Dept. to check the number of children allowed on each item at any one time. Benches will be laid out in front of the inflatables so that each group of children can wait for their turn and ease changeover times. At least 4 volunteers will be required to man the inflatables. We need to check if generators are provided? **NF**

6. Arena Events

A schedule of the arena events needs to be put together. Mrs Munns has commitments in the morning, so the Year Two Maypole dancing will be scheduled for 1.30pm. Sensei Dave, Cheerleading, hula hooping and a pirate parade are to be possible Arena events. NFA will be approached about providing a school band and/or dance exhibit. **MH**

7. Emergency Services

Daniel Reeve will be asked about an ambulance being made available at the event. **RR**
Local Police Officer, Hope, to be asked about a police car. **MH**

It would also be good if we could get a fire engine and a representative from the RNLI. **ALL**

We have a tank! An army assault course was also put forward as a fun suggestion.

8. Refreshments

We will offer hot dogs, a cake stall, cream teas, ice-creams, sweets and crisps. Hot drinks will be served in cups with lids. Cold drinks offered will be squash and cans. We will set up a seating area outside these stalls for people to sit and rest at.

9. Raffle

Letters or emails have been sent to Monkey World, Adventure Wonderland, Marwell, Paultons Park and Beaulieu Motor Museum. Karen will also send a letter to Lidl's main office, as well as an email to NFWP. **KA** Both organisations have provided the list of prizes that they had donated at Christmas from local businesses. Karen will combine the lists and raise letters to go out to all local businesses **KA** Help will be required to hand deliver as many letters as possible to save postage. **ALL**

Jane's daughter works at Red Funnel and she will ask if they can offer us a prize. **JM**

We already have an Exbury Family ticket and a large dog ornament as prizes. If further prizes arrive, please notify Karen so that a list can be kept to ensure thank you letters are sent out later. **ALL/KA**

Smaller prizes from parents may be made into hampers to offer more substantial raffle prizes.

10. Advertising of the Fun Day

We have decided to call the event a Fun Day in the hope that this will attract more members of the public to attend the event. We will look to advertise in the Herald and the Echo. **MH**
We will also carry out a leaflet drop to local residents. Deborah Rawles has offered to help with designing a poster. The poster will also be used on local Facebook pages. Nicola and Laura are to pull together details of what can be advertised as confirmed stalls at the Fun Day. **DR/NF/LB**

Mrs Hale to extend an invite to the parents of the children due to start at the school in Year R in September. A number of these will be current Stepping Stones children. **MH**

11. Event Theme

The theme of the event will be pirates and a parade of pirates will take place in the arena. Bunting and decorations need to be made. **ALL**

12. Other Business

Mrs Hale is contacting Sparsholt College to see if they can offer us any animal encounters. **MH.**

A leaflet drop to local residents notifying them of the event will need to be done nearer the time so that they are aware that a higher level of local traffic is anticipated.

13. Next Meeting:

The next joint meeting is scheduled for Friday the 19th of May at 2pm. Both committees to report back on progress along with a list of stalls they plan to offer. **ALL**