

**P.F.A meeting minutes**

**Thursday 5<sup>th</sup> May 2016**

**ATTENDANCE:** Jess Bonney (JB)  
 Dawn Bradshaw (DB)  
 Angela Newman (AN)  
 Kelly Lilley (KL)  
 Nicola Treacy (NT)  
 Cheryl Scott (CS)  
 Sarah Meredith (SM)  
 Alice Dawn (AD)  
 Emma Marshall (EM)  
 Trish Wallington (TW)

**APOLOGIES:** Catherine Burke (CB) Steph Jones (SJo) Kelly Cunnington (KC)  
 Lou Coulthard (LC) Fiona Martin (FM) Ruth Ding (RD)

**Distribution:** Those above, Pierre Tanner and Mrs Bowyer

Item																																										
1	<p><b>Bingo Night</b></p> <p>Much discussion around the format of the Bingo Night - a decision was made to include both Rock N Roll Bingo and traditional number Bingo.                      KL has investigated options for Rock N Roll Bingo - found a company and very interested in the following:                      The Mini Decades Tickets Pack (from rockandrollbingo.co.uk) includes 50 tickets for 4 games and the music. £50.                      The Bronze Decades Tickets Pack includes 100 tickets for 4 games and the music. £100                      A decision was made to buy the Bronze Decades Pack. KL to buy.                      The cost of the entry tickets was discussed: either £10 or £8 – a decision was made to charge £8 entry to include Bingo tickets for 8 games and table snacks.                      Prizes were discussed and suggestions included free drinks, Bingo Dobbbers and a star prize for the last game of the night of £30.</p> <p>Other games to be played on the night were decided as: Heads &amp; Tails, Open The Box, picture quiz (unclear when this would be played – on the tables at the start? Prize??) and a Raffle.</p> <p>The format and prizes for the night were decided as:</p> <table border="1" data-bbox="325 1256 1185 1413"> <thead> <tr> <th>Game Number</th> <th>Format</th> <th>Prize for a line</th> <th>Prize for House</th> </tr> </thead> <tbody> <tr> <td>Game 1</td> <td>Number Bingo</td> <td>Free drink</td> <td>£10</td> </tr> <tr> <td>Game 2</td> <td>Number Bingo</td> <td>Free drink</td> <td>£10</td> </tr> <tr> <td>Game 3</td> <td>Rock n Roll Bingo</td> <td>Free drink</td> <td>£15</td> </tr> <tr> <td>Game 4</td> <td>Rock n Roll Bingo</td> <td>Free drink</td> <td>£15</td> </tr> </tbody> </table> <p style="text-align: center;"><b>INTERVAL</b>                      Raffle Ticket Sales (£1 a strip)                      Heads &amp; Tails Game (no entry fee, free drink prize)</p> <table border="1" data-bbox="325 1547 1185 1675"> <tbody> <tr> <td>Game 5</td> <td>Number Bingo</td> <td>Free drink</td> <td>£15</td> </tr> <tr> <td>Game 6</td> <td>Number Bingo</td> <td>Free drink</td> <td>£20</td> </tr> <tr> <td>Game 7</td> <td>Rock n Roll Bingo</td> <td>Free drink</td> <td>£20</td> </tr> <tr> <td>Game 8</td> <td>Rock n Roll Bingo</td> <td>Free drink</td> <td>£30</td> </tr> <tr> <td colspan="3"></td> <td>£135 total</td> </tr> </tbody> </table> <p style="text-align: center;">Open the Box (entry fee £1, prize = % of takings)                      Raffle Draw</p> <p>CS to investigate the 'Open the Box' game                      JB to design a picture quiz – to confirm by May 13<sup>th</sup> that she can do so.</p> <p>The selling of Bingo Dobbbers and leftover sweets from the last children's disco was discussed.</p> <p>PT to be asked if he has the time to design the following:                      Poster advertising the event                      Free drink tickets                      Entry tickets (wording to make clear the tickets are non-refundable)</p>	Game Number	Format	Prize for a line	Prize for House	Game 1	Number Bingo	Free drink	£10	Game 2	Number Bingo	Free drink	£10	Game 3	Rock n Roll Bingo	Free drink	£15	Game 4	Rock n Roll Bingo	Free drink	£15	Game 5	Number Bingo	Free drink	£15	Game 6	Number Bingo	Free drink	£20	Game 7	Rock n Roll Bingo	Free drink	£20	Game 8	Rock n Roll Bingo	Free drink	£30				£135 total	<p style="text-align: center;"><b>KL</b></p> <p style="text-align: center;"><b>CS JB</b></p> <p style="text-align: center;"><b>KL/PT</b></p>
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	<p>AN to write a letter to parents advising them of the event and giving them the option to buy tickets (on a first come, first served basis) before they go on general sale. To include wording 'limited numbers, first chance to buy, ticket only event'. Letters to go in book bags Friday 13<sup>th</sup> May, slips returned by 27<sup>th</sup> May, entry tickets to go to parents after May Half term. Tickets to go on general sale (in the shop/Mr Woodings) during May half term week.</p> <p>Bar: AD to source and buy from Tesco: White and Red Wine, Lager, Soft Drinks and Prosecco. KL to ask Willow Tree committee for numbers of alcohol they sold at the quiz night</p> <p>AN to organise TEN licence</p> <p>KL to organise snacks and table cloths</p> <p>Other helpers on the night: Tim Verrinder (Compere) KL to ask Anna Meadows if she can be the assistant (TW offered if Anna cannot) KL to ask Sally Bamford if she can call the Heads &amp; Tails Game KL to ask The Club about Bingo Machine and tickets (<i>post meeting note: the club have kindly offered to lend us the machine and donate some bingo tickets</i>)</p> <p>SM to organise floats for raffle and bar</p> <p>Raffle prizes (10 in total) to be organised by EM, RD and KC. EM reported they have possible prizes from Virgin Active, The Crumbled Biscuit and The King's Head Apethorpe.</p> <p>AN confirmed the Village Hall is booked from 12.30pm on Saturday 18<sup>th</sup> June.</p> <p>All helpers to be there to set up from 12.30pm. Back for 7pm, Doors open at 7.30pm. Eyes down at 8pm.</p>	<p><b>AN</b></p> <p><b>AD</b> <b>KL</b></p> <p><b>AN</b></p> <p><b>KL</b></p> <p><b>KL</b> <b>KL</b> <b>KL</b></p> <p><b>SM</b></p> <p><b>EM/RD/KC</b></p>
2	<p><b>Summer Raffle</b></p> <p>Discussed in item 4</p>	
3	<p><b>May Festival Uniform Sale</b></p> <p>Date set as Wednesday 25<sup>th</sup> May</p> <p>SM to organise floats for Uniform sale and tea and cake sale. There was a discussion regarding the non-working tea urn that was purchased in the last year. Is this still under warranty? If it is, it will need to be fixed under warranty. JB to buy Custard Creams for all year groups JB and AN to go in the loft and find the second hand uniform AN to send letter to parents in years 2&amp;3 asking for cake donations by Monday 16<sup>th</sup> May</p>	<p><b>SM</b></p> <p><b>JB</b> <b>JB/AN</b> <b>AN</b></p>
4	<p><b>Summer Fair</b></p> <p>NT updated us all with details so far: The date is set as Friday 15<sup>th</sup> July 6-8pm PT will organise the music Mr &amp; Mrs Smith will organise and run the BBQ DB will organise the Bouncy Castles and the Magician (Jason Fenn) Teachers are willing to help Entry tickets will be pre-sold RD, EM, CB, LC, CS, KC all willing to help. Laura B, Sarah and Nicola willing to run a stall. Year 5 are offering to help Mrs Bowyer will run the water and wine stall Mrs Cunningham will man the gate</p> <p>A lot of discussion took place concerning the summer fair. Concerns were raised about the amount of work involved. Different ideas suggested included using a juggling company instead of a magician, outdoor disco, photo booth (Mel Lewis to be asked if she can take photos)</p> <p>It was agreed the night would be the following: a child focussed event, early evening, with bouncy castles and an outdoor disco (dance floor area marked by spray paint?).</p> <p>The name of the event was discussed. It has been re-named: <b>Summer Garden Party</b>.</p> <p>It was decided we would run a summer raffle, much like the Raffle at the Christmas Fayre.</p>	

	<p>AN to write a letter to parents asking for donations of goods to be arranged in Hampers. KL to ask Sally Bamford if she can organise the Hampers.</p> <p>PT to be asked if he could design a poster advertising the event, tickets and organise the disco</p> <p><i>Post meeting note: catch up meeting with AD, PT and CB took place on Friday 6<sup>th</sup> May. It was suggested the dance area could be cordoned off with orange netting/bunting. CB suggested we could make bunting from Calico cut with pinking shears. The summer raffle could be themed on 'Summer' with suggested items donated based on Afternoon Tea, Outdoor garden, BBQ, Beach. Suggestions of Pimms/Mixers/Wine/Chocolates etc. CB to ask her friend if he could take photos in the photo booth</i></p> <p>All details will be discussed at the next meeting on the 9<sup>th</sup> June.</p>	<p><b>AN</b> <b>KL</b></p>
5	<p><b>Any other business</b></p> <p>TW and SM confirmed they will organise the sports day teas, including letter to parents requesting cake donations.</p>	
6	<p><b>Date of next meeting</b></p> <p>Thursday 9<sup>th</sup> June, 8pm, Ex-Servicemen's Club</p>	