FOW Meeting 30/04/2019

**Attendees:** Jessica Haslem-Bantoft, Nicola Simpson, Julie Geoffory,Sheralyn Holme, Claire Hartley, Charlotte Gothard, Lynne Baker, Sarah Collier, Joanne Shorrock, Sarah Lewis.

**Apologies:** Sarah Foster, Joanne Crawford, Katie Mitchell, Jenny Mitchell, Any Holden.

**Bingo**

* Bingo was a huge success. Event was sold out and we made almost £500 profit.
* Next time we will need more fizzy drinks as these sold very quickly.
* All food was donated by Morrisons, thanks to a letter by Sarah Collier.
* Online ticketing worked really well.

**Disco**

* Disco was once again, a huge success!
* Sweets ran out so more pre-bagged sweets needed for next time.
* £500 profit.
* Much faster to get in due to online ticketing system.
* Own water bottle idea was good, as lots of children brought one in, reducing waste!

**Penwortham Live**

* Approx 50 wristbands sold, plans to increase this include: a stall on the playground Thu and Fri for next 2 weeks, with Nic to notify on Social Media/emails. We can also use this as an opportunity to recruit volunteers for the weekend.
* Green Frog to cater the event with 10% of their takings being donated back to us.
* Beer tent being provided by Eccleston Scout group in exchange for a donation.
* No First Aid trained people, although this isn’t mandatory.
* Beer tent team needed. JHB happy to purchase etc.
* Children’s activities on the night to include a Sports Coach 6-8 provided by the council, outdoor games? Foam hands/inflatable microphones/guitars? Craft Table at one side of the room? ‘Festival’ glitter?
* We will provide sweets and drinks for children.
* Nic to speak to Julie Gary about risk assessment.

**Summer Fair**

* We have decided not to cater! If all goes well at Pen Live, we will discuss with Green Frog about catering the fair too.
* Pre-Sales for tickets will be much easier and will hopefully encourage more people to attend if they have pre-bought tickets, even if weather is rubbish. Price change to be discussed nearer the time.
* Suggestion of raffle ticket for free with every entry ticket purchased. Need to check the legalities of this.
* STALLS: Billy with laser tag, possible surf board balancing game. Si Haliwell with a penalty shoot out. Candy floss. Family games. Tug-O-War. All to be looked into AFTER PENWORTHAM LIVE.
* Volunteers needed, Joanne Crawford to get volunteers.
* Sarah Collier to timetable the volunteers.
* Need to speak to local businesses about the free things that they can provide (see next point).
* Program to be made for Summer Fair, to include whereabouts of stalls and thanks to who has donated etc.

**External Funding**

* We need to appoint someone to take on managing external funding and donations from companies.
* Someone will need to go into stores and collect paperwork to apply for funding and grants then fill them in.

**First Aid Training**

* Nic to speak to Julie Gary about training sessions.
* JHB, LB, CH, SH, NS and JS interested in completing training.
* Albany training suggested by JS.

**Quiz and Curry Night**

* For the foreseeable future we won’t be attempting to run another Quiz and curry night due to cancellations in the past and low numbers.
* Bingo is a good replacement for this.

**New Starters Evening**

* Nic and Jess to co-ordinate ready for the new starters evening.
* Newsletter to be put into new starter’s packs.
* Discussions with new parents to take place, email addresses to be taken on the night to recruit new PTFA members.

**Treasurer**

* Charlotte Gothard to take over from Lesley Mellis.
* Meeting between Nic, Lesley and Charlotte to be arranged to handover.

**School lottery**

* Claire Hartley got information together about running a school lottery.
* Nic to look through information and discuss next time.

**NEXT MEETING: Tuesday 11th June. 6.30pm at the Brown Hare, Penwortham.**