

Shipbourne Primary School

Parent Teacher Association Registered Charity No. 1094459

COMMITTEE MEETING MINUTES

14th May 2025

- 1) Welcome members present:** Holly Crowhurst (Co-Chair), Yoshi Clark (Co-Chair) Terri Daters (Headteacher), Harry Wright (Treasurer) Alison Brown (Secretary), Brendon Walton, Lorraine Walton, Mike Gibbon, Juliet Martin, Victoria Harbour, Emily Allen, Nicola Baker
- 2) Apologies:** Rondaa Brown, Felicity Hayton-Vernet, Anri Martis, Tricia Kerwin, James Lown
- 3) Summer Fete Planning**

Holly proposed a new system of payment for some of the stalls/activities available at the fete. It was proposed that tokens should be available to purchase at a cost of 3 tokens for £1. These tokens could then be exchanged for a turn on the tombola, hook a duck etc to ease money handling.

The entry fee for the fete was approved at £1 per adult with kids entering for free as was set last year.

Yoshi to talk to Felicity about the fete poster design.
The fete banners need to be put up, Terri and Yoshi to do this.

Rondaa to be asked if she will distribute some posters to local businesses as she did last year.

Victoria to ask her friend for her list of businesses she contacts when organising the raffle so that we can cross compare.

Alison to order the raffle tickets.

Brendan to announce the raffle prize winners at the fete.

A poster for the reptile room to show visitors where this is located at the fete needs to be made.

Usborne Books and the local Fire Brigade have been secured. Erin Gumbrell would like a stall again. Terri to ask on Dojo if any children would like to hold a stall at the fete at a cost of £10 per stall. Terri to also ask if any children in Fairlawne would like to hold a lemonade stand.

The local Police will also possibly visit with a Police car.
Shipbourne Parish are also in contact with Terri and enquiring about holding a stall at the fete.

The Estate agent boards are confirmed and are paying £10 for each board out, up to £100.

Alison and Yoshi to do the Bookers shop for the food items apart from meat and veggie burgers/sausages. Mike to confirm what he wants for the BBQ.

Re veggie burgers, Yoshi to buy Richmonds vegetarian burgers from Sainsburys as per last year.

Crockery needed for the crockery smash stall. Donations welcomed from all.

Holly purchase items for the craft stall. Hobbycraft suggested as they are having a closing down sale.

Alison to email Smiggle to see if they would donate any items.

Terri to add volunteer spots on Dojo.

Nicola to help with sweetie jar and teddy tombola labelling this Friday morning.

A large jar full of sweets has already been donated for the guess the number of sweets game.

Terri to sort photos for guess the teacher from baby photos game.

A cake is needed for a guess the weight of the cake game. A volunteer is needed for this.

Holly to check is she has enough Lucky Dip prizes and purchase accordingly.

Guess the lolly game to be offered this year, Holly to borrow the board for this from Slade School.

Mike has offered to donate punnets of strawberries again. Some of these are to be make into Eton Mess and some sold in punnets. Louise to be asked if she would be willing to make the Eton Mess again as last year.

A coconut shy was suggested to be run by us instead of an external company this year. Brendon found the price of coconuts at £1.25 in Sainbury's but they need to be cheaper than this for the stall to be viable. 30-50 coconuts needed.

The number of tables and chairs available for the fete needs to be assessed.

Gazebos are to be set up in the playground the evening before the fete as per last year.

Terri to run through a site plan with Holly and Yoshi on Friday.

Yoshi to check with Rich K if we can borrow games stalls from the Loins Club as we did in previous years.

Mrs Batley to be asked if we can use her gazebo again.

Holly to help Yoshi form a risk assessment for the event.

A volunteer is needed to cook around 5 kilos of onions the night before the event.

4) Playground development

Victoria has been communicating with the Fairlawne Estate to see if they will fund part of the proposed playground trim trail. She is still in the process of this.

An up to date PTA bank balance is needed to see if the PTA can still fund this if the Fairlawne Estate choose not to contribute, as well as 10 laptops for Hampton, whilst leaving sufficient funds in the account to run the PTA Fireworks event.

Terri would like an answer from the Fairlawne Estate and a decision from the PTA as soon as possible as the company she wants to use to provide the playground equipment are booking up and the summer holidays are fast approaching.