

Shipbourne Primary School

Parent Teacher Association Registered Charity No. 1094459

Fireworks Debrief Meeting

Friday 5th December

Present – Holly Crowhurst, Yoshi Clark, Alison Brown, Victoria Harbour, Nicola Baker, Anri Martis, Sophie Osman

1. This year we financially our most successful year of running the event. This was largely due to a ticket priced increase and efficient planning of the event. The weather was good so people attended in strong numbers.
2. Smoothness of operations- this year all worked as planned and there were no unexpected problems to overcome.
3. Review of Starlink- the Starlink system worked extremely well. It was easy to set up with hidden wi-fi so that the general public could not see the wi-fi network. Tori knows how to set this up and is willing to help with this next year.

We had coverage for the whole event accept briefly when the cable was accidentally pulled put when some children tripped over it. This was bad for us with loosing the signal and a potential health and safety risk. Next year the positioning of the Starlink cable needs to be reconsidered. Placing orange fencing around the car with it on was suggested.

In terms of using the Starlink equipment next year, Tori is to discuss with Chris Kerwin whether he has offered the use of it next year to the PTA as it was unclear.

If the equipment is not available from Chris, then it was suggested that purchasing the equipment ourselves would be worth the investment at just over £200 for the equipment itself and £50 a month when needed for the subscription.

4. Managing money during the event- managing money during the event worked really well with Stavros and Harry working together to collect/distribute the cash and Tori organising this from the central point of her car. It also meant that Tori was able to help on the bar area when there was a lull with the cash duties.
Tori says the float amount of £4000 was a good amount. She chose not to have any denomination less that 50p and had more £5 notes available than previously. Tori to note the float denominations for the event in an event pack to help with the succession of the next treasurer.
The toilet and disco payments were taken out of this £4000 float.
More cash was used at the event than card, probably due to it being advertised as a cash event in the lead up.

Keeping the notes in leather pouches on person for those taking money at the event worked well. Change was kept in Tupperware containers. This helped to keep the notes secure.

5. Power/lighting review
6. Individual stall reviews

Facepainting stall- this stall saw its best success this year. 6 volunteers rather than 4 worked much better, kept the queue down, and meant that more money was made.

Lyndsay Allen and Miss Atkinson were a great addition to the team.

Children sat on the table and the face painters a green crate from the playground with cardboard on top. This meant that the face painters didn't strain their backs.

The stall looked visually appealing. The set up with just Anri and Felicity worked well.

A new mirror will need to be purchased for the facepainting stall for next years event as the current one is too old.

Aside from the mirror and potentially table cloths to decorate the walls of the marquee, it was agreed that no further money should be spent on the facepainting stall next year due to the large expenditure of £170 this year.

Anri received wi-fi signal from the facepainting stall and so took the decision to offer card payments. This worked well and should be set up on the Square app next year. It was agreed that only 1 person taking card payment on this stall would be required.

Cake stall- the cakes sold well and the number of cakes available was good. There was a cake sale on Monday and Tuesday the following week to sell the excess.

8 trays of donuts were donated by another school which were left over from their event.

These did not sell and were donated after the event.

We didn't purchase donuts with PTA funds for the event as we have done in previous years but instead asked that if volunteers were unable to help in any other way that they donate a tray of donuts for sale at the cake stall.

We also had donations of free from cakes to ensure that we had as many dietary requirements covered as possible. However, due to a good selection of home bakes gluten free, dairy free and vegan cakes, the shop bought ones did not sell. These were then sold at subsequent Friday cake sales as they have a long best before date.

One member of the public made a comment when being served cake that the cake was touched with the same gloved hand that had touched the cash. Need a separate serving and payment system.

Next year another table could be placed at the end with one person taking payment to avoid contaminating the cakes. Tongs could also be used to pick up the cakes. We currently have cake slices but these are not appropriate for some of the cakes /cookies etc.

Bar- the bar ran out of white wine half way through the event. 6 bottles were bought for the event, then 3 more were brought by Tori's brother when we ran out which saw us through to the end.

This sold better than last year, possibly due to the mild weather. This could also explain the excess ice we had left. We bought 32kg of ice and were left with 8kg.

Tat- less items were given by our supplier this year and it all sold. We were given 350 units which is what we sold last year. This meant we were not left with the task of sending back the excess. Next year 350 units should be ordered.

BBQ- 380 burgers and 380 sausages were ordered from Haywards this year. 30 sausages remained which were eaten at clear up.

We were left with a lot of vegan sausages at the end of the event- around half of the 162 vegan sausages purchased were sold. However, 2 vegan sausages should go in 1 hotdog bun for the vegan customers, but after hearing feedback it seems that the BBQ team were putting just 1 vegan sausage in a bun. Next year this needs to be communicated to the BBQ team. The Tesco Plant Chef Cumberland style vegan sausages were too spicy and should be avoided next year.

Around 30% more cheese slices were needed and 50% more ketchup needed.

All the bun packets were opened in prep for the event. This meant that the ones left at the end went stale and were wasted. Next year the BBQ lead needs to instruct the helpers to leave some unopened until needed to avoid waste as the remains are usually donated to the food bank.

Customers were very slow putting their sauce on their burgers which slowed the whole queue down. Next year an additional table should be placed on the right-hand side of the BBQ marquee as a sauce station.

The new BBQ helpers were a great addition to the team but next year it needs to be communicated that the expectation is to be there all day as Mike was on his own for many hours setting up. This needs to be communicated on the sign-up sheet before people commit.

Bonfire- the bonfire was again a success and lit easily due to dry conditions in the lead up to the event.

The bonfire build was well attended on both days.

The fireworks were spectacular but lacked a big finale which the fireworks team have promised next year. Most did not notice this anyway.

The start of the display was delayed by the BBQ team as food sales were going so well and many were still queuing.

Next year the pre-event email sent to the public should state that the display will start between 5.45pm and 6pm to give us more flexibility with this.

Chris Hayton-Vernet really helped speed things along with the set up of all areas with the use of his van in and out of the field for unloading cakes, bar stock etc.

Brendan's trailer was also invaluable in saving time and man power in prepping the field the day before the event.

During clear up the squirty cream aerosol cans were put on the bonfire for disposal which then exploded. A separate box or bin should be used for these next year to ensure this doesn't happen again.

Skip- The ash was too hot on the Sunday when it was put in the skip. The skip then caught fire and the metal warped. If people are turning up early to help with clear up they need to be warned not to place hot ash in the skip.

The trugs of water used for drinks at the bar during the event should be left next to the bonfire at the end of the event next year. These can then be poured onto the ashes the next morning at clear up to help cool it off.

Alison to email We Waste (previously Scrap Co) skip hire company to thank them.

Toilets- this year we had 3 regular and 1 disabled toilet at the event which was 1 more than last year. However, there were still large queues for the toilets. James of Patricks Potties has promised us 6 toilets for the price of 4 (£200) next year. Alison to message James to thank him for the offer.

The site arrangement on the whole worked well and made the most of the space available whilst keeping the public safe.

Nicola had some problems with some older children going beyond the plastic barrier at the entrance end of the fiend near the fireworks. Next year once the fireworks team have entered the bonfire area it should be cordoned off with orange fencing.

Banners- this year two of the banners placed in Tonbridge to advertise ethe event were removed and have not been located. Next year a review of where and how to advertise needs to be had to avoid this happening again.

Neither KCC or TMBC have the banners or have knowledge of any of their staff removing them.

PTA Committee changes

Over the next 7 months the PTA will lose its current chair, co-chair and treasurer.

To ensure a smooth transition of succession event packs should be made for each area of the event by those in charge of each area or role, providing detailed instructions on how to set up and run that area.

Event packs to be made for;

the treasurer side of the event

Shopping for bar, BBQ etc

Bar set up

BBQ set up and meat/bun/cheese orders etc

Cake stall set up

Facepainting

Tat

Details with any specific instructions for the breakdown of each area of the event should also be included.

Future of the event

Holly will not be running the event again and more discussion needs to be held to find a new Chair of Co-Chairs for the PTA. This could be advertised to the wider school on Class Dojo.

Hollys family will not be volunteering as marshals for the event next year, so more volunteers to take on these roles will be needed.

Brendan will only remain a parent at the school for 2 more years.

The viability of the event running will depend how much interest and involvement is shown by the rising parents of the younger years and whether the roles of Chair, Vice/Co-chair and Treasurer can be filled.

Sophie Osman showed interest in being a Co-Chair if another Co-Chair is found. Juliet Martin has expressed interest in becoming the new Treasurer in September 2026.

AOB

The Shipbourne PTA AGM will take place in February 2026.

Roger Moore-the fireworks event medic has been encouraging Holly to organise a colour run to raise money for the PTA. Roger has offered he and his colleagues services as event medics for free at the event. Possibility of Hadlow school participating too.

The event fiend was discussed as a possible location for the event.

Sophie to discuss the idea with Mrs Batley who is treasurer of Hadlow school PTA.

Action points

- Tori is to discuss with Chris Kerwin the use of Starlink for future events
- Alison to contact Patricks Potties
- Alison to thank We Waste
- PTA roles to be advertised on Class Dojo
- Sophie and Mrs Batley to discuss the possibility of a colour run event
- Event packs to be made for each area of the event by those who have been in charge of an area/role