

# STAMFORD JUNIOR SCHOOL PARENTS' ASSOCIATION



## Minutes

<b>Date</b>	<b>Monday 14<sup>th</sup> March 2022</b>
<b>Purpose:</b>	PA Jubilee Fair planning meeting
<b>Meeting Venue:</b>	St Michael's House, Kettering Road, Stamford.

<b>Attendees</b>	<b>Official Role</b>	<b>Current Year Rep</b>
Sarah Buttress Iryna Jordan Alice Barker Lucy Clark Liz Thompson Toby Cole  Claire Middleton Claire Jaggard Sam Bradshaw Nita Lindsay Mandy Rachel Leanne Ball Rosie Klein Naomi Nightingale Kate Symonds Angela Holland Mehi Davies Fleur Disbey	Dept Head Chair Vice Chair Joint Secretary Joint Secretary Treasurer	
<b>Apologies</b>	<b>Role</b>	<b>Year Rep</b>
Kate Symonds		



## Minutes

ITEM	Presented	Action Required
<p><b><u>1. Welcome</u></b></p> <p>Iryna opened the meeting – an excellent turnout and lots of enthusiasm.</p>	Iryna	
<p><b><u>2. Update from Mrs Buttress</u></b></p> <p>Mrs Buttress explained that the idea of a jubilee summer fair had originated from SHS. The date of 15 May has been provisionally booked and the event will take place on the SJS premises. It is going to be an SES event incorporating all three schools rather than a wider community event.</p>	Mrs Buttress	Mrs Buttress will contact SHS to make sure that we are sharing details.
<p><b><u>3. Ticket Sales</u></b></p> <p>It was considered whether it was sensible to sell tickets for the event. It was agreed that tickets would be pre-sold for a modest fee.</p>	Iryna/Toby	Iryna/Toby to investigate most appropriate platform to sell tickets.
<p><b><u>4. Food and Drink</u></b></p> <p>Whilst Kate Symonds had sent her apologies, she has already made good progress in contacting potential suppliers who have availability:</p> <ul style="list-style-type: none"> <li>- Pop prosecco van</li> <li>- Tea &amp; Tipples</li> <li>- Caroline's Little Kitchen</li> </ul> <p>The aim is to support either local suppliers or former students/parents.</p> <p>It was agreed by a show of hands that the strong preference is to be able to sell alcohol at the event. Enquiries will be made as to whether this will limit numbers through licensing requirements, as is the case with Bonfire night.</p>	Alice	Iryna/Mandy



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<p><b><u>5. Style of event</u></b></p> <p>It was agreed that this should be a jubilee themed garden/ street party with long trestle tables.</p> <p>Mandy explained how previous summer fairs have worked with a gymnastics display, plant stall, tombola for adults and children, face painting, candy floss, ice cream van and bouncy castle.</p> <p>The aim is to keep a similar structure to previous years but on a grander scale with a combination of stalls from local businesses, an event arena and our own stalls.</p> <p>Mrs Buttress suggested a timetable for events relating to different age groups is helpful.</p> <p>We need to inform various clubs that there will be an events arena as soon as possible so that they can begin practising e.g. ballet, choir, gymnastics.</p> <p>Decisions will need to be taken as to whether it is best to offer stall holders a fixed price for a pitch or take a percentage of profits.</p>	<p>Alice/ mandy</p>	<p>All to be discussed further at next meeting.</p> <p>—</p> <p>Toby will consider whether stall holders should pay a pitch fee or we take a commission.</p>
<p><b><u>6. Planning sub-groups</u></b></p> <p>The leaders of the sub-groups were agreed as follows:</p> <ul style="list-style-type: none"> <li>- Food &amp; drink – Kate and Naomi</li> <li>- Adult focused entertainment – Nita</li> <li>- Play area – Mandy, Rachel, Lindsay</li> <li>- Arena ideas e.g. tug of war, brass band – Fleur</li> <li>- Internal resources – Rosie</li> <li>- Toilet facilities – Mandy to speak to Aqualoos</li> </ul> <p>We will aim to use as much internal resource as possible e.g. children can make the triangles for the bunting from templates on Twinkle, the CCF, senior school art students to face paint.</p>	<p>Alice</p>	<p>Leaders to make initial enquiries and details of costings to present to next meeting.</p>
<p><b><u>7. Next Planning Meeting – 21 March at 8:30am</u></b></p> <p>The next meeting is scheduled to be held at St Michael's boarding house at 8.30am on 21 March 2022.</p>		<p>Alice has booked room accordingly</p>