

STAMFORD JUNIOR SCHOOL PARENTS' ASSOCIATION



Minutes

Date	Monday 21st March 2022
Purpose:	PA Jubilee Fair planning meeting
Meeting Venue:	St Michael's House, Kettering Road, Stamford.

Attendees	Official Role	Current Year Rep
Iryna Jordan Lucy Clark Nita Lindsay Mandy Rosie Klein Angela Holland Mehi Davies Fleur Disbey Linda Jen	Chair Co-Secretary	
Apologies	Role	Year Rep
Alice Barker Liz Thompson Mrs Buttress Rachel Toby Cole		



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ITEM	Presented	Action Required
<p><u>1. Welcome</u></p> <p>Iryna opened the meeting – there are a few things to vote in but most importantly we are still awaiting official approval for the event to go ahead. The Boys’ School are not able to be involved due to other commitments. For efficiency given the short amount of planning time remaining, we need to proceed on the basis of this being an SJS event hosted for SES.</p> <p>Notes from the meeting to be discussed at the next meeting</p>	<p>Iryna</p>	
<p><u>2. Location of event</u></p> <p>Iryna has met with SJS groundstaff and they are carrying out a risk assessment and will let us know numbers etc. They are establishing who will be on the ground to provide cover on the day.</p> <p>It is suggested that the Burghley Field should be a picnic area as sports day is only a month away with stalls around “the cage”.</p> <p>Alice had prepared a plan detailing locations of stalls etc. there is concern that the food truck area is overly ambitious due to the space available – it has historically only worked for popcorn, candyfloss etc.</p>		<p>Awaiting groundstaff’s report risk/capacity</p>



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<p><u>3. External Entertainment</u></p> <p>Fleur presented her research into entertainment.</p> <p>Stamford Brass Band They are available and would do two 45 min sets with a 20 min break. It was agreed the Band would add atmosphere. There would be 15/20 musicians and the cost is £500. Whilst this is a significant cost, it was agreed that it was a worthwhile expense for the sense of occasion it would add. They will need a gazebo – the school have some and Mandy can also loan hers. Provisional timings of 1 – 3pm.</p> <p>Morris dancers The West Bridgford branch is no longer offering this. Iryna will make contact with the Rutland branch.</p> <p>Fun fair rides Fleur researched Ian Taylor – he is not available.</p> <p>Falconry display Not possible as the birds need to be on familiar territory</p> <p>Party workshops A lady who supplies juggling equipment, hula hoops, pedals, unicycles. 50 children at any one time. PA would sell tickets. Cost £325 for 3 hours. A 15 metre space is required. Agreed we should book this as we will easily make money back selling appropriately priced tickets. This is fully insured/DBS checked. www.partyworkshops.co.uk</p> <p>Street Dancing This could be taught by the older children at the Senior Schools.</p>	<p>Fleur</p>	<p>Fleur to book</p> <p>Mandy to loan her gazebo.</p> <p>Iryna to investigate Rutland Morris dancers.</p> <p>Fleur to ask Part Workshop the best terrain for the equipment – cage or field. Fleur to book.</p> <p>Street Dancing classes to be investigated with Miss Fletcher and/or Mrs Lewis.</p>
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<p><u>4. First Aid</u></p> <p>St John's Ambulance have been contacted – they will ask for donations. We need to flag that people should bring plenty of cash and we may need to invest in additional iZettles.</p>	<p>Iryna/ Alice</p>	<p>Iryna/Alice liaising</p>
<p><u>5. In house entertainment</u></p> <p>Rosie has researched:</p> <p>Bouncy Castle Bouncy castle availability with Bourne Fun (an SES parent) – they can provide supervision and a range of inflatables according to budget. Supervision is charged at £25 ph and £15 ph after that.</p> <p>Face Painting Agreed it is best to run this ourselves. Rosie to take the lead. We will need volunteers to paint and could ask for parents with artistic school to put themselves forward in the Digest. Year 6 children may be able to do the painting.</p> <p>Mirrors, sponges and paints will be sourced by Mandy and Rosie.</p> <p>Second hand toy sale This would be popular and we will run with it if we have sufficient volunteers to staff it. Rosie is happy to organize.</p>	<p>Rosie</p>	



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<p><u>6. Merchandise</u></p> <p>Alice's excellent logo will be used on merchandise if it is approved by the school. Enquiries have been made in relation to pin badges, tote bags etc to be sold on a Jubilee merchandise stall run by the PA.</p> <p>Note: the logo will need to be redrawn due to usage guidelines.</p>	Alice	<p>Awaiting approval from school and Alice to then take forward.</p> <p>Linda to source quote for enamel pins x300.</p>
<p><u>7. Shop Stamford stall holders</u></p> <p>Nita has made great progress. A mail shot will go out to prospective stall holders this week. The email sets out the £20 charge per stall and what to expect. Nita has been liaising with Jo Pegg and Dale in the business management team of the school.</p>	Nita	<p>Mailshot going out this week and stallholders will be collated and confirmed.</p>



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<p><u>8. Other ideas</u></p> <p>Art competition</p> <p>Potential judges: Sam Roden and Katie Cardew.</p> <p>Stall holders: Barbers, Mindspace.</p> <p>Cardboard cut out of the Queen – 50p for a selfie with the Queen. Linda has kindly sourced these x2 FOC from a friend.</p>		
<p><u>9. Food and drink</u></p> <p>Beer and prosecco to be organized with someone who already has a licence. Iryna taking forward.</p> <p>PA can offer scone and Pimms for example for a donation.</p>		



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<p><u>10. Ticket Sales</u></p> <p>Toby has researched ticketing – the best option is Ticket Tailor but there was concern about the level of commission they charge. Members of the PA who have been involved for a number of years explained that whilst the commission was very high, it has turned out to be the most efficient way to sell tickets, especially in the higher years of the school.</p> <p>There is a general view that ticket prices should be higher than £2 with a preference for a family ticket between £10 and £20. Alternatively people could pay to park.</p>	<p>Iryna/Toby</p>	<p>Iryna will discuss with Toby if we can sell tickets through our own platform – a huge gain for this event and future events - otherwise we will continue with Ticket Tailor.</p>
<p><u>11. Planning sub-groups</u></p> <p>The leaders of the sub-groups continue as follows:</p> <ul style="list-style-type: none"> - Food & drink – Kate and Naomi - Adult focused entertainment – Nita - Play area – Mandy, Rachel, Lindsay - Arena ideas e.g. tug of war, brass band – Fleur - Internal resources – Rosie - Toilet facilities – Mandy 		
<p><u>12. Next Planning Meeting – 28 March at 8:30am</u></p> <p>The next meeting is scheduled to be held at St Michael's boarding house at 8.30am on Monday 28 March 2022. This will be the last meeting before the Easter Holidays.</p>		<p>Alice has booked room accordingly</p>