



Minutes

Date	Wednesday 16th March 2022
Purpose:	Technical Event Meeting
Meeting Venue:	Mrs Buttress Office

Attendees	Official Role
Sarah Buttress	Dept Head
Sam Bent Marc Smith	Deputy Facilities Manager Facilities Manager
Iryna Jordan Alice Barker	Chair Vice Chair

ITEM	Action Required
<p><u>1.Welcome</u></p> <ul style="list-style-type: none"> - Mrs Buttress welcomed everyone and general introductions made. - PA chairs for both SHS and SS were invited but did not attend although were aware of meeting. The feeling is that they are interested in the event but not in helping to host. - SJS very happy to take the lead and run event fully therefore. 	<ul style="list-style-type: none"> - Continue to check in with PAs from High School and Boys school to confirm they are ok with SJS to run event.
<p><u>Points to Discuss:</u></p> <ul style="list-style-type: none"> - Where are we allowed to host event? - Technical requirements for such event that school can provide? - Staffing? - Numbers allowed on site? - Access to carparks and passage through the school grounds - risk assessment - who undertakes this? - First Aid - can this be covered but the school? - Publicity - when can we start sharing 'official' news of the event? - Toilets? 	<ul style="list-style-type: none"> - Confirmation by required of Date and venue imperative ASAP!



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<p><u>Where to host event?</u></p> <p>Discussion was had about using the Burliegh field (fireworks field). There would be a month before sports day so technically this is possible. However, decided that possibly use hard standing of the bottom car park for food trucks, fireworks field for picnic spill out area but keep stalls within boundary line of the school - top back playground, beside the cage and running around the hard standing. Arena can then be the netball court next to cage (cage can be used to hold children before they are due 'on stage'). Although 'cosier', hopefully more atmosphere to event and less concerns about grounds and damage if weather uncertain.</p>	<ul style="list-style-type: none"> - Check how many stalls can be put within this space. - Check permission for this space to be used
<p><u>Technical requirements school can provide:</u></p> <ul style="list-style-type: none"> - Going on previous events (main fireworks) we know the hard standing works well for bigger 'food trucks' so would look to repeat this set up. - School does have a few generators but would ask all stall holders to bring their own and keep ours as emergency. - Gazebos are limited at school so all stall holders need to bring their own. - Tables can be gathered to use for stall holders however staff on the day could be an issue. Grounds team will gather together all equipment and leave in central location during the week but need help on day to put out. Stall holders welcome to bring their own. - No electrics or water readily available! 	<ul style="list-style-type: none"> - Is water pipe at bottom playgrounds drinking water?
<p><u>Staffing:</u></p> <ul style="list-style-type: none"> - As event is on sunday staff will need to be asked and volunteer their services and be paid/overtime by PA to work. - Happy to gather materials in advance/during week and leave centrally but set up and clear away needs manning properly as school is open next day for children. - Ask the wider school staff if any volunteers? 	<ul style="list-style-type: none"> - Grounds team to provide numbers as to who is willing to work on the sunday and what cost this would be?
<p><u>Numbers allowed on site:</u></p> <p>We will be running this as a ticketed event so we can keep an eye on predicted numbers. Cap needs to be confirmed so we can assess what potential their is for stall holders/ food facilities.</p>	<ul style="list-style-type: none"> - Confirm numbers allowed on site with and without alcohol being served.



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<p><u>Access to carparks and through school:</u></p> <ul style="list-style-type: none"> - Nursery car park as main car park. - Cattle market car park free on sunday so great over-flow - Provide a 'kiss and drop' service - NO PARKING - at top carpark but can drive in to drop children, oldies and all family picnic kit so easy to walk it through whilst car is driven round to nursery car park. - Permission needed to have people walk through from nursery to back playground keeping all school locked. 	<ul style="list-style-type: none"> - Find parents/staff willing to manage parking duty throughout afternoon. - Finalise permission to have people walk through school grounds to get from nursery carpark to back playground.
<p><u>Risk assessment:</u></p> <p>Lots of assessments available however, one needs to be collated for this specific event. Jarret Bennet to follow up.</p>	<ul style="list-style-type: none"> - Jarrat Bennet to look into risk assessment
<p><u>First Aid:</u></p> <ul style="list-style-type: none"> - Nurses were asked about helping at this event but due to it being a sunday, they have so far been unavailable. - St. Johns Ambulance needs contacting. <ul style="list-style-type: none"> - Form has since been filled in for St. Johns Ambulance to be present and initial contact made. Advised it takes up to 4wks for an official quote/ response. Immediate confirmation was required for; Gazebo with sides needed for their use, also they requested ability to have fundraising buckets at event. Both approved. 	<ul style="list-style-type: none"> - Awaiting St. Johns response - Continue to check within school if no resources available for help at event.
<p><u>Publicity:</u></p> <p>Still yet to be fully confirmed that this date and event can go ahead!</p> <p>Grounds team suggested that two other heads of department needed sign off - Dean and XXX. Mrs Buttress meeting with both on 17th so will confirm asap. Very conscious we need to get the word out to ensure we get in peoples diaries/footfall guaranteed in order for this to be a success.</p>	<ul style="list-style-type: none"> - Mrs Buttress to get final and complete sign off on event date and venue ASAP
<p><u>Toilets:</u></p> <p>Grounds team have companies they have used previously and would recommend.</p>	<ul style="list-style-type: none"> - Grounds team to provide details.