

SPFA Meeting

Tuesday 27 April 2018

18:15pm

The Digby, Chester Road
Birmingham, B24 0HJ

Meeting called by: Kristina Moore **Type of meeting:** SPFA Monthly Meeting
Facilitator: Kristina Moore **Note taker:** Kelly Thompson
Timekeeper: Kelly Thompson
Attendees: K Moore (KM), K Thompson (KT), K Wiggins (KW), T Player (TP), K Hemming (KH), J Newson (JN)

Minutes

Agenda item: Talent Show **Presenter:** K Moore

Discussion:

Talent Show will be taking place on Friday 27th April 2018, 19.00pm in the Church Hall. This is a joint partnership event with SSPP Church. Entry forms and Tickets are already available with interest from approximately 15 entrants with a range of talents to be showcased.

The night will practically manage itself John (Church) will be the host for the night; however this will be managed by KM/KT providing a list of agreed timeslots and order of appearance for the acts. There was some discussion as to whether we sell food (curry) at this event with church helpers managing the sale of food and hot drinks. This will be looked into A list of jobs remaining are listed in the actions below.

Conclusions:

Review actions listed below

Action items	Person responsible	Deadline
✓ Make posters to advertise in church	K Thompson	Completed
✓ Continue to sell tickets and entry forms	K Moore/K Thompson	27.04.2018
✓ Liaise with church re food and hot drinks	K Moore	17.04.2018
✓ Compile list of helpers (Door, Bar, Raffle, Collection of votes, managing the acts onto and off stage etc.)	K Moore/K Thompson	27.04.2018
✓ Following receipt of entries compose playlist and order of appearance and Audience voting slips	K Thompson/K Moore	27.04.2018
✓ Arrange for an independent counter to be present to count all audience votes	K Moore	27.04.2018
✓ Request via school text and Facebook page raffle prizes for on the night (some may be held back for the sponsored event later in the year if too many are received).	K Thompson/K Moore	27.04.2018

Agenda item: Summer Fayre

Presenter: K Moore

Discussion:

Summer Fayre will be taking place on the evening of Friday 6th July 2018. Times to be agreed with Mr Porter.

Some new ideas are required to make this event as successful as the Christmas Fayre. Current stall ideas are: Teachers Stocks, Human Fruit Machine, Penalty Shoot Out, Whack a Rat, Face Painting/Nail Varnish/Tattoos etc. / Bottle Tombola (non-uniform day), Chocolate Tombola (non-uniform day), Kids Tombola (non-uniform day £1), Year/House Group Stalls, Cake Stall, Money Envelopes, World Cup themed Treasure Hunt, Polish BBQ, Jam Jar Stall, Pimms Stall, Lucky Bottle Bags Stall, Football flags, Various games for children and adults. Ice Cream Van, Police Car/Fire Engine to attend? All suggestions need to be looked into further but it is suggested that individuals will take a stall and manage that particular area.

Following a confirmed agreement on stalls etc. it can be agreed where the best location for the Fayre will be (Driveway/playground).

Conclusions:

Review Actions listed below.

Action items	Person responsible	Deadline
✓ Entrance Brochure to be produced with a ticket number for prize winner as this worked well last year.	K Thompson	01.06.2018
✓ Speak to Sharmaine to find out what has worked well and not so well in previous years.	K Moore/ K Thompson	01.05.2018
✓ Speak to Lint re. DJ/Photo Booth Hire	K Moore	01.05.2018
✓ Look into the possibility of a fire engine/police car being in attendance.	ALL	01.05.2018
✓ Speak to Kat/Olivia re chocolate donations from Cadbury World.	K Moore	01.05.2018
✓ Kids Corner to be managed by R Franklin and E Eannetta. Both to advise of ideas for May SPFA meeting.	R Franklin/E Eannetta	01.05.2018

Agenda item: Treasurers Monthly Report

Presenter: K Thompson

Discussion:

KT presented the Treasurers Summary for March 2018. This was accepted and agreed by the attendees.

Conclusions:

Continue to update records and present monthly reports at future meetings.

Action items	Person responsible	Deadline
✓ See above conclusion	K Thompson	Ongoing
✓ Enter action items here	Enter person responsible here	Enter deadline here
✓ Enter action items here	Enter person responsible here	Enter deadline here

Agenda item: Family Assault Course

Presenter: K Moore

Discussion:

The SPFA Sponsored Family Assault Course 2018 is taking place on Saturday 16th June 2018 at the Hollyfields Sports and Social Club (The Gas Club) followed by an evening event at The Crown. Both venues have been booked. There was some discussion re the lack of publicity that has been done to date regarding this event in comparison to the publicity made when doing the Mud Run 2016. It was agreed that a smaller meeting needs to take place with those involved in the planning and building works. A confirmed plan needs to be put in place to ensure we can publicise the event to the fullest at the start of Summer Term. It was discussed and is envisaged that in addition to the assault course there will be a running element and additional team games to complete along the way. The aim is to theme the event around the House Group colours.

More support is required from teachers and school council in advertising the event and getting people more involved. In addition to

Conclusions:

Enter conclusions here.

Action items	Person responsible	Deadline
✓ Design flyers for children to take home at the end of term advertising the event	K Thompson	Completed
✓ Agree a date for a planning meeting that key individuals can all attend together to get a firm plan in place.	K Moore/K Thompson	Easter Break
✓ Once a plan is in place agree entry costs and start admin work towards getting entry forms/sponsor forms/tickets etc. ready and distributed.	K Thompson/K Moore	Early May
✓ Discuss with Mr Porter the possibility of wake up shake up in the run up to the event to encourage kids fitness and more involvement from parents.	K Moore	ASAP
✓ Following confirmation of plans liaise with a minimum of two insurance companies for best quotes	K Moore	Easter Break

Other Information

Observers:

N/A

Resources:

N/A

Special notes:

Date of the Next Meeting TBC