**ROTHIENORMAN PRIMARY SCHOOL**

**Parent Partner Group**

**Meeting Minutes**

**22nd August 2016**

**1.0 ATTENDEES**

**Hazel Macpherson, Laura Raffan, Dawn Smith, Elizabeth MacIver, Louise Guyan, Clair Burbridge, Nicola Davidson, Michelle Molloy, Cuca Henderson, Faye Morren, Karen Johnston, Louise McKinley, Sandra Ralph, Becca Bennett, Maureen Young, Nicola Foister**

**2.0 INTRODUCTION AND APOLOGIES**

**Kirstin Gauld, Gail Halliday, Angie Geddes, Sarah Jarvis, Julie Symington, Jackie Gray, Vanessa Ross**

**3.0 PLANNING FOR FAIR 11TH SEPTEMBER 2016**

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| **CLIMBING WALL**   * **Cost of £340 (£160 equipment and £180 staff)** * **Price is too expensive to recoup the money in two hours so decision made not to hire this.** |
| **INFLATABLES**   * **Possible types of bouncy castles were discussed. Buchan Corporate Activities will locate their inflatables on concrete whereas RM Leisure will not.** * **Faye has negotiated a price of £400 to hire an inflatable assault course and bouncy castle from Buchan Leisure. Faye to book.** * **PPG will pay £20 extra for existing Public Liability Insurance to cover event and stall holders** * Public liability will not cover inflatables, insurance will be through inflatable company. * **Cost of assault course - £2 for 3 turns** * **Cost of bouncy castle - £2 for 5 minutes** * **Both inflatables to be located in the staff car park.** * **Hazel has spoken to the SPTC who have advised us to make a risk assessment for the inflatables if we run the inflatables ourselves. Clair Burbridge can help with this if needed. FM to check with inflatables company about insurance and risk assessment.** |
| **BBQ**   * **Electricity available via cable from staffroom** * **Laraine has agreed to provide the equipment for cooking the burgers etc and purchase food from Costco. She will also cook the food.** * **Food to be sold at BBQ to include:**   **Burgers - £2**  **Hot Dog - £2 (smaller in size than Football Tournament)**  **Fruit Shoots 50p 2 for £1**  **Bottles of water 2 for £1**  **Variety of canned drinks £1**   * **Laraine to purchase:**   **Fruit Shoots x72**  **Bottles of water x 72**  **Canned drinks x 48**  **Burgers 3 packs of 48**  **Hot Dog Sausages X 1 case**  **Burger buns and hot dog buns to correspond with quantities of burgers and sausages purchased**  **Cheese x 1 catering pack**  **Ketchup x 2 large bottles**  **Mustard x 1 bottle**  **Nicola Davidson to pass list onto Laraine and check options for cooking vegetarian burgers separately.**   * **Sandra Ralph to bring separate hot plate (PAT tested) for vegetarian burgers if required**   **Maureen to purchase 16 vegetarian burgers and buns**   * **Gail Haliday and Laura Raffan to assist with BBQ** * **Gazebos neeed to shelter BBQ. Michelle Molloy to provide a large one. Maureen will ask Kay if she is using her one. Gazebos to be attached near planted area and weighted at front due to location in car park.** |
| **TEAS AND COFFEES**   * **Donation of money asked for tea /coffee/juice and a homebake** * **Homebakes to be on trays along hatch** * **Napkins to be used for homebakes** * **Dawn Smith to ask at Rothie Shop for donation of tea/coffee/milk** * **Dawn Smith to bring plastic cups** * **Maureen to donate polystyrene cups** * **Query as to whether we can use the children’s lunch tables for the teas and coffees** * **Items we need to purchase:**   **Coffee x 1 large jar**  **Napkins (BBQ&Teas)**  **Milk - if no donations available**  **Biscuits – donated by Laura**  **Diluting juice – donated by Hazel**   * **Faye to bring trays for homebakes** |
| **TOKEN STALL**  **Decided to operate a token system instead of cash at all the stalls.**  **2 token stalls will operate – one inside and one outside**  **Tokens will be sold in £1 amounts**  **The tokens will be used for all PPG stalls:**  **Inflatables**  **BBQ**  **Home bakes**  **Face Paints**  **Hazel will buy rolls of tickets online**  **Everything will be denominations of £1, 2 for £1 where needed. Raffle will use cash float and teas/coffees will be cash donations (£1 tokens could be donated here)** |
| **FACE PAINT**  **Sandra Ralph has volunteered to do face painting**  **Price £2**  **Another face painter is required** |
| **RAFFLES**  **£5 for 5 strips**  **5 different colours to be used using sheets as was done at Spring Fair**  **Float needed** |
| **COMMUNITY STALLS**  **Tables to be provided from school**  **10 confirmed from 12**  **Stalls are:**  **Toddlers – Locked Box/Hook a Duck**  **Wetland Path – Felt Fairy Houses**  **Hall Committee – Bottle Stall/Ball in a Bucket**  **Church Music Group – Small music themed gifts/Providing music**  **Football Club – Football Shootout**  **Church – Wedding theme**  **Pre-school – Guess the number of sweets in the pirate chest**  **Brownies – Tombola**  **Rainbows – tbc**  **SWRI (Rural) – Game tbc**  **Hazel to contact Gary Hughes of Community Council to see if they would like a stall.**  **Angie to check whether Brenda Gordon is still available** |
| **LOCATION OF STALLS**  **DRY WEATHER**  **Stalls arranged round outside area of nursery**  **Football on astro**  **Inflatables in staff car park**  **BBQ at edge of staff car park**  **Teas and Coffees in Dining Hall**  **Face painting in Dining Hall**  **Home bakes between nursery entrance and main entrance**  **Token sales beside main entrance and in dining hall**  **Raffle sales beside main entrance**  **WET WEATHER**  **Stalls in dining hall, corridor and GP room**  **Raffles etc at entrance**  **Check procedure regarding wet weather and inflatables according to Buchan Corporate Activities Risk Assessment. Clair Burbridge can assist with this if required. FM to check when booking.** |
| **TABLES REQUIRED**  **BBQ – 3 outside**  **COMMUNITY STALLS – 12 TBC outside**  **TOKEN SALES – 2 (1 inside and 1 outside)**  **TEAS – 12 inside**  **HOMEBAKES - 2 outside**  **Raffle 1 outside**  **Total: 19 outside 13 inside** |
| **SET UP**  **10.30 – committee members and helpers**  **11.15 – community stalls**  **ADVERTISING**  **Posters – Maureen to enquire whether Kay has a poster already or if we need one**  **Posters to be put in shop, hall notice board, school and nursery**  **Suggestion that children could design posters but it is probably too short notice. This could be an idea for next time.**  **Dawn Smith to print off signs and display at the side of the road at the beginning of September.** |
| **FLOATS NEEDED – Vanessa to provide**  **Raffle**  **Tokens**  **Teas/Coffees**  **Boxes required for collection of tokens instead of cash (4 required) tokens to be collected to have breakdown of event.** |

**4.0 AGM PLANNING**

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| **AGM – Monday 5th September at 7pm**  **Notice to be put up in shop – Maureen**  **Decision made not to put notice in paper as that is not in the constitution**  **Refreshments for the AGM**  **Red wine – 2 donated bu Hazel**  **Rose wine – 2 donated by Nicola**  **White wine – donation tbc**  **Cheese – donation tbc**  **Crackers – donated by Laura**  **Crisps – donated by Nicola**  **Schloer – donated by Faye**  **Chocolate – donated by Maureen**  **Alcopops – donated by Laura**  **Wine glasses to be purchased at Home Bargains by Hazel**  **6.30 – AGM set up** |

**5.0**

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| **CHRISTMAS CARDS**  **Cauliflower Cards used last year but felt range of products was limited.**  **Elizabeth reported that:**  **APFS allowed parents to order online**  **Rudolf Cards provided a wider variety of products (deadlines 17th Oct and 4th November)**  **Laura to compare these companies.**  **Decision needs to be made ASAP** |

**NEXT MEETING**

**AGM**

**Monday 5th September 2016**