

## **HALE ACADEMY PTA – Meeting**

Thursday 30<sup>th</sup> June 2022 – 7:45 The Alma, Alma Lane, Farnham

Present: Stephanie Everitt, Anna Allen, Claire McDonald, Ellie Shaw

Apologies: Charlotte Wilson, Sam Sumner, Daniel Prentice, Natalie Murphy, Emily Howell



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### **HaleFest Review**

HaleFest took place on Saturday 11<sup>th</sup> June 3-6pm.

Income: £3,230 (record amount!)

- Nearly all activities took place on the school field. Having activities located together kept people together and the fair looked busy at all times. meant that it looked busy and kept everyone in the same space.
- Hosting the Fair the first weekend after half term worked well and did not interfere with other events such as Hale Carnival, Farnham Carnival and other school fetes. Recommend we run at the same time in 2023.
- Folly Hill is now part of the Kite Academy Trust – would they be interested in a joint fair if we could agree on how profits were split?

### **Advertising**

Halefest was promoted in the following publications:

- Vantage Point
- Families South West
- Badshot Lea and Hale parish magazine
- Farnham Herald
- Forwarded poster to Potters Gate PTA who sent it around.
  
- Next year we should look to expand the link with Folly Hill.
  
- We also put out painted rocks to promote the event 1 week before, with details on Facebook that if they bring in the rock they get a free token card. None were brought in therefore if we do this again we should look to set up a competition within the school before the event or similar.
  
- Banners to promote HaleFest were amended using duct tape and acrylic paint. Will need proper amending next time but this can be done fairly easily by purchasing vinyl stickers.

### **Sponsorship**

We received £100 from Bridges for putting up banners around the school and then £5 per estate agent board put up in parents gardens (only 13).

### **Raffle Prizes**

We sent the letter out early and then followed up with a phone call which led to us getting a large number of prizes.

Next year we should order the prizes and then allocate them to tickets as they are drawn. This would reduce the time it takes to do the raffle draw as some people spent a long time working out which prize they wanted.

Pre-sold raffle tickets sent home with children raised £340.

Poster highlighting prizes worked well.

Next time consider a prize for the class that sells the most tickets.

### **Money**

Bought SumUp machine and borrowed another. This brought in: £457 so was a great investment.

Used token cards – 10x 50p slots to pay for stalls. If stalls running out of prizes we need to stop selling these earlier.

Next time 'Buy token card and get extra 50p free' to encourage purchase.

### **Bands / Entertainment**

- Stewart asked Tim Visser (£100).
- Hale Carnival Club performed their dance.
- Mr Irvine did an acoustic set.
- Next time see if Late to the Party can play.

### **BBQ**

- Borrowed Hale Scout's BBQ as ours no longer exists. Hire BBQ next time as Scouts said we can only borrow it once.
- Had 4 people on BBQ at all times.
- Meat purchased from Mark Turner and Daughters. Good deal as advertised them by using their banner on the BBQ stand.
- Details of amounts bought in Excel file.
- Buy more burgers and less sausages next year.
- Majority of burger rolls donated by Hale Community Centre and bought hotdog rolls from Bookers.
- Used tomato ketchup from bottle tombola. Bought 2 large (1l) tomato and mustard bottles from Bookers. Only 1 of each required. Bought 150 slices of cheese. Used 100.

### **Prize Bank**

Each stall that had prizes were given tokens so that the prize winner could go to the prize bank and pick what they wanted. This cleared lots of left-over prizes from previous events, and meant each stall didn't need its own supply of prizes.

Would recommend having a prize bank next year and supplementing prizes with the purchase of new sweets.

### **Bouncy castles**

Ordered 2 bouncy castles from Planet Bounce - £195 using online discount codes.

Also paid for generators to avoid cables and trip hazards.

£3 for wristband only which enabled children to go on multiple times.

Next year consider a charge for a single go.

### **Candy floss**

Constant queue with 2 people manning at all times. Committee agreed to purchase an industrial sized one machine, which could be hired / loaned to other Kite Academies. Used sugar from RUNfest. Still enough sugar for the next event. Bought 100 new sticks (£8.99). Sold about 100 at £1 each.

### **Soft drinks**

All sold out (see excel spreadsheet for details).  
£1 a can J2O orange was most popular and sold out first.

### **Alcohol**

Not much sold (see excel spreadsheet for details). Not prosecco or wine (get from tombola instead of buy). Lagers and fruit cider sold best.

**Cakes** - Very little donated. Used biscuits from KS1 tombola.

**Teas and Coffees** – quiet but it was a warm day.

### **Ice creams**

\*Sold Out\*

Bought 5x 4L tubs of vanilla ice cream and stored in Haven freezer. Don't buy larger tubs as it melted really quickly.

Bought 2x (1L) chocolate and strawberry sauces. Only 1 of each required.

Bought box of 420 cones (£11.49) lots left over, fake flakes 2 \* 140 (only used 1 pack).

Bought 2 scoops, left in grey cupboard.

Used tubs left over from previous HaleFest.

Buy more tubs for next time.

Sold for £1 each.

### **Tombola**

Ticketing on the Friday before meant reduced storage time and worked well.

### **Welly Wanging**

Borrowed kit from ShuZu – as seen on Facebook.

They provided the equipment and prizes (lollies for taking part and top adult prize £10 discount at ShuZu) for £10 deposit.

Prizes given for furthest thrown for adults, KS2 and KS1. KS1 & 2 prizes were AirHop vouchers taken from the raffle.

### **Face Painting £2.50**

Raised £140.

Constantly busy. 4 people for 3 hours.

Started quietening down at 17:45.

Having 2 separate stands with pictures for kids and painters to look at worked well.

### **Water warriors**

Bought 10 cheap water guns but these broke.

Consider buying better quality (so can last) and only 6 in total.

2 people required to man stall.

### General Comments

Need to be firmer about closing stalls if there are no volunteers to run them as staff stayed for 3 hours instead of 1.5 hours. Consider 'Back in 30 mins signs'.

### External stalls

All free as Lake Therapy gave many raffle prizes, Bridges were sponsoring the event and manning a stall for us, and Badshot Lea and Hale Church are a Charity.

## Other Agenda Items

### Banking Update

We require online access to our bank account. We are a two signatory account and in order to use the online banking service a primary user needs to be nominated. A vote was taken and Anna Allen (PTA treasurer) was nominated primary user.

### Upcoming Events

#### Summer Term 2022

- Hale Carnival - volunteers to help with selling of ice creams and soft drinks during the judging. Steph to purchase ice creams, ice and drinks, do signs and risk assessment.
- School disco for Friday 15<sup>th</sup> July. Agreed by school to go ahead as in previous years. Natalie has sourced a parent DJ to do the disco. **Steph to ask school if could have the permission slips completed on MS Forms and pay via ScoPay.**

Sell crisps only (not roast chicken or beef). Not dark enough for glo sticks. Sell soft drinks to parents waiting during KS1 disco.

**Sam to provide previous Risk Assessment for updating.**

- Sports Day refreshments prior to games starting - decided not to do this. Costa coffee is at Tesco if refreshments are required by parents.
- Bag2School booked for Friday 15<sup>th</sup> July. **Steph to create poster and send to school and put on Facebook.**
- 2<sup>nd</sup> Hand uniform donation booked for Monday 18<sup>th</sup> July. **Steph to create poster and send to school and put on Facebook**

#### Autumn Term 2022

- AGM provisionally booked for Thursday 6<sup>th</sup> October.  
All current volunteers in the committee roles will be resigning, although will still be available to help. A new leadership team is required.

No cheese, only wine and crisps

- Football Tournament - need details on how it was done previously - **Ellie to contact Nicola.**

Good for a new parent/new year social. Open event up to other Kite Academies and local schools.

See about having it on a Friday afternoon after school.

BBQ?

- Halloween Disco - proposed date Friday 21<sup>st</sup> October. Glo sticks (as have left over stock) and glo paints?
- Christmas Film Nights 3 required initially proposed date Friday 9<sup>th</sup> December, but will require 2 more.
  - Reception, YR1 and Yr 2
  - YR 3 & 4
  - YR 5 & 6
- No to Christmas Fair, as always really crowded and struggle to get enough volunteer support.

Look at potential activities for the kids instead during school time or just after.

- Possible Games Evening - bring in Fish and Chips (place in Farnborough does deals and delivers). A parent has uncle with lots of traditional games, although they are based in Somerset and would need to be housed. Look for borrow games locally and potentially move to Spring Term?

### **Class reps**

- a. New school year so groups would need the logo changing. Daniel to sort out how.
- b. Nursery - need to remove group and recreate, as not all nursery moving to reception. Daniel to sort.
- c. New group for Reception to be created and informed to new starters. Daniel to sort WhatsApp group.

## **AOB**

When parents meet their child's new teachers in September we need to include details about the PTA, events we have planned, AGM and new leadership required.

Also enable sign up for WhatsApp groups for new starters. See if Year Reps can be present at Induction to let people know who they are.