Parent Teacher Association
Wincanton Primary School
South Street
Wincanton
BA9 9DZ

Telephone: (01963) 32132

Date: 28/04//2025

MINUTES OF PTA MEETING

Present:	Dani Tooth Kirsty Calcott Hannah Fletcher Rachel Sanneh Claire Timberlake Roxanne Griffiths Juliet Keen	DT KC HF RS CT RG JK	Chair Secretary and PR
Apologies:	Erica Kerton Charlie Bentley Abbey Bellows Kim Couzens Steph Sutherland Samantha Neville Di Vincent	EK CB AB KC SS SN DV	

Action	Item	Discussion and Decisions	Action
1	Welcome	Dani welcomed everyone to the meeting.	
2	Apologies	Apologies received from Erica Kerton, Charlie Bentley, Abbey Bellows, Kim Couzens, Samantha Neville, Di Vincent and Steph Sutherland.	
3	Minutes of last meeting	Dani asked if everyone was happy with the minutes of the last meeting – everyone agreed they were.	

4	Disco(s)	Currently have 3 helpers for Yr 1/2/3 disco but only 1 for Yr 4/5/6 – need minimum of 3 parent helpers for it to go ahead. A memo needs to go out to parents stating we need help or the event will not go ahead. Discussed ticket price – suggested £2 or £3 and settled on £2.50 a ticket. Nails/ face paint and glitter - decided we don't have the helpers to do it all. We settled on face paint and face glitter (the pre-prepared glitter that does not leave a mess for the cleaners). 50p for either. Helpers - 1 person on glitter and 1 on face paint. Will need 2 on the tuck shop and 1 or 2 roaming so ideally need 3 members of staff to add to our 3 helpers. Tuck shop at the disco – felt it was simpler to keep all prices at 50p – we will not be doing cans just fruit shoots, crisps, popcorn and mini haribo bags (2 for 50p). Glow sticks – will sell these at the tuck shop for 50p for 1 or 2 (cost dependent) Lights in the hall for the disco – check with Graeme re lights for the disco, do we have them? We need a poster, Kirsty to make	DT DT KC
5	Reception Party	We have 3-4 parent helpers, will invite all reception staff. Discussed whether we hire an entertainer or do it ourselves – decided on do it ourselves. Will do party games including musical statues, pass the parcel and hide the child under a blanket game. Will provide a snack – party rings or similar plus an allergy free alternative and a drink – fruit shoot (or water). Discussed the pass the parcel – last year it was plastic toys, previous year sweets. Will do plastic/small toy but 60 of the same to avoid arguments. £3.50 a ticket. We need a poster, Kirsty to make	DT KC
6	Summer Fair	Hannah bought a mood board with ideas for the summer fair – sticking with Hawaiian theme There were many which we discussed and liked the idea of but with a 2-hour window we needed to be particular	

		about what we could realistically achieve. We will discuss doing it on a Saturday next year as more of us (parent helpers) will be available so would need less staff.
		
		After lots of discussion re games/times/what we could achieve we settled on the following:
		
		• A schedule of events happening on the stage in the main playground to encourage people to stay beyond the initial rush. To include:
		  o Musicians (Rachels's Dad and friend can cover this)
		  o Competitions that anyone can get involved in – hula hoop or limbo for instance
		  o Masterclasses in football (Rachel to talk to her husband) and rugby (Kirsty to talk to her husband) and dance (Dani to talk to Just Dance)– these would not be on the stage but would be in the schedule.
		• Photobooth/photo opportunities – no charge but could they photograph and share. Need to check with Graeme re photos/phones after the school day. Will have a crafting night where we make these out of cardboard. Will also have a ply board with holes cut out for heads we can paint. Rachel to work out what we need to craft and Kirsty to ask her husband to make ply sheet.
		• Prize for best Hawaiin shirt – can be decided in the day and can win a leigh (can get 60 for £10 on Amazon to use as prizes)
		• Teachers in Hawaiin disguise photos
		• Treasure chest with combination lock on, prizes inside. Pay to have a go at unlocking, if you unlock you win.
		• BBQ – Hannah to speak to butchers re meat, can Di get bread from Hunts?
		• Ice cream van – Dani to source
		• Bouncy castles – happy bouncers happy to come for free if we split profits 50/50. Agreed this was fair. Dani to liase with Sam Neville on this. To charge £4 in advance and £5 on the day for unlimited wristband. Need to check if face paint allowed on.
		• Pimms/tiki bar – put this with bouncy castles so parents can grab a drink whilst children bounce. Dani to get licence. Roxy to speak to supermarkets to see if we can get Pimms
			RS
			
			RS, KC, DT
			
			RS, KC
			
			HF/DV
			
			DT
			
			DT/SN
			
			DT/RG

		donated alongside drinks for non alcoholic fruit punch for our tiki bar. • New/nearly new tombola – using the prizes we found in clearing the PTA cupboard • Craft area in the hall – sand art (we have this already), badge making, paint a sea shell etc • Teddy tombola – a lady has 4 bags of washed teddies for us • Splat the rat but make it Hawaiin – tube decorated as a totom pole for example • Spin the choc/sweet wheel • Hook a duck – may need to borrow for Claire's Mum • Coconut shy – this is in the shed • Bottle tombola – do a mufti for this where every class brings bottles and try to keep some back for Autumn bingo • Face paint – can Steph's friend do it? • Glitter/neon paint – can walk around with this to get people in queues • Raffle – we will try not to just rely on our local businesses as we do ask a lot of them so will ask bigger companies too. Will email once but not chase. Claire to find emails for the following: o Longleat o Dominoes o Haynes o Fleet air arm o Newt o Racecourse o Local breweries o Wyke farms o Neals Yard o Stapleton o Bristol old vic o Westlands o Aqua Sana o Yeovil F.C o Bristo Rovers o Wincanton Town Football club o Cineworld o Hollywood Bowl o Pizza hut o Pizza express o The chapel o Godminster cheese o Hauser and Worth o Holbrook ▪ If they do not come back, we will do a cash prize instead.	CT DT/SS CT/DT

		▪ Will also do a chug of booze as a big prize – try to get some donated by local brewerys and supermarkets. ▪ The raffle will be drawn on the night. We need 2 x mufti's. One just for bottles and one for sweets/choc for prizes. Do one mufti before half term and one on the day. Dani to liase with Graeme on the one before half term. Everyone to keep big cardboard for crafting.	DT/GW Everyone
7	Matters arising/AOB	Tuck shop – Kirsty and Roxy to run on Wednesday this week. Lemonade to sell at 20p as we cannot sell after April. Fireworks – Kirsty talked to Justin French. He is happy for us to use the ground but need to discuss the company we are using and insurance – will have a meeting with him once this is sorted. Aiming for Friday 7th November. Dani's in laws happy to do refreshments. Fun run – Kirsty talked to Justin French. Happy to give us the ground for free for this if rugby club can raise awareness of their club at the same time and do games etc for children. Can discuss further when we have the capacity.	KC/RG DT/KC DT/KC

Date of Next Meeting – Friday 6th June

PTA Secretary, Kirsty Calcott