



PTA Meeting Minutes

Location: Ravine Road
Date: 4th February 2026
Time: 8pm - 10.15pm

Attendees

Committee:

- Charlotte Craig - Chair
- Lilly Grabmann - Treasurer
- Lesley Simmons
- Petra Papenfus

Apologies

- Lois Bickerton
- Nicola Crocker

Meeting Purpose

To review feedback from the previous Summer Fair and identify actions and priorities for planning the next event.

1. Review of Overall Event

- The Summer Fair was widely regarded as a successful and enjoyable event.
- Feedback highlighted strong attendance, good atmosphere, and positive engagement from children, parents and staff.
- Several operational areas were identified for improvement, particularly around logistics, staffing, cash handling and queue management.

2. Bar and Chiller Issues

- A technical fault with the chiller meant drinks did not reach the required temperature.
- This was confirmed as a mechanical failure rather than user error.
- Mitigation on the night was effective, but reliance on a single chiller was identified as a risk.



Actions:

- Consider hiring two smaller chillers rather than one large unit
- Review generator and chiller setup to reduce single points of failure
- Confirm earlier power-on and testing schedule

3. Entrance, Gates and Queuing

- Entrance flow worked better than in previous years but could be improved further.
- Discussion revisited pre-paid entry tickets versus cash on the gate.
- Pre-payment could reduce queues and secure income in advance, but introduces significant admin and distribution workload.
- Cash was also seen as useful for providing change across stalls.
- No decision taken on pre-paid entry or ticket stubs.
- Cash remains the preferred default for now, with improvements to change management instead.

Actions:

- Review gate layout and queue structure
- Liaise with SLT to agree a clear entrance and access plan
- Ensure adequate signage and staffing at peak arrival times

4. Cake Stall Pricing

- Cake slices priced at 50p were discussed.
- Consensus was to keep pricing low to encourage sales and accessibility for children.
- Previous issues with leftover cakes were acknowledged but improved year-on-year.
- Encourage, but not mandate, homemade cakes.

5. Cash Handling and Security

- Feedback noted cash was sometimes stored openly on tables, which felt risky.
- Lack of visible identification caused uncertainty for stallholders handing over money.

Actions:

- Introduce clear identification (lanyards or badges) for cash collectors
- Reinstate use of money belts or secure containers
- Distribute labelled cash bags consistently
- Clarify cash collection timetable and routes



6. Buckets, Floats and Timings

- Buckets and floats need to be distributed earlier, even if empty.
- Valuable equipment should be issued closer to event start for security.
- Volunteers arriving early should have a clear check-in process.

Actions:

- Create a simple distribution timetable (LG)
- Set up a central PTA desk for float collection (PP)
- Ensure buckets are placed early with no cash inside

7. Activities and Attractions

Wipeout / Assault Course

- Very popular but labour-intensive.
- Required at least two volunteers to manage queues and payments.
- Queue control became difficult towards the end of the evening.
- Wipeout likely not to return.
- Larger attractions should be externally staffed where possible.

Bouncy Castles

- £3 for 5 minutes across multiple inflatables was good value.
- Full sessions throughout the evening.
- Shoe storage and personal belongings need a clearer system.

Bookings Confirmed

- Bouncy Castles with staffing (deposits paid) - Get Up and Bounce
- Climbing Wall - diary booking
- Other activities to be sourced (LS)

Actions

- Agree queue layouts with suppliers in advance (LS/CC)
- Confirm whether suppliers can assist with generators and layout (LS/CC)
- Meet with attraction providers ahead of the event to walk the site (LS/CC)



8. Volunteers and Staffing

- Several stalls were under-staffed, leading to fatigue and missed opportunities for volunteers to enjoy the event.
- Volunteers not turning up caused pressure on others.

Actions:

- Be clear that stalls must close if no volunteer is available
- Improve volunteer briefing in advance
- Consider a central PTA point to redeploy volunteers if gaps appear
- Reduce volunteer demand by using staffed attractions where possible

9. Tombolas

Bottle Tombola

- Ran very smoothly. Approximately 260 bottles were collected. Agreed that the current bottle split worked well. Maintain current bottle tombola format.
- Kirsten to take ownership next year.

Kids' Tombola

- Needs clear ownership from start to finish.
- Prizes should be in clean, saleable condition.
- Labelling issues caused confusion.

Actions:

- Assign one lead organiser responsible for pricing and layout
- Use consistent ticket colours and numbering
- Improve labelling and prize organisation

10. Lost Children and Incident Protocol

- Two lost children incidents occurred.
- A minor fight took place without a clear escalation process.

Actions:

- Establish a clearly marked meeting point for lost children
- Define and share an incident response protocol with staff and volunteers
- Use the PTA desk as a central contact point



11. Food Vendors and Programme

- Food Vendors to be the same as last year - to be confirmed (CC)
- Suggestion to include food menus in the programme.
- Vendors could contribute a fee for inclusion.

Actions:

- Bookings
- Request menus and logos from food vendors in advance
- Include food listings in the printed programme
- Explore small sponsorship contributions

12. Planning and Roles for Next Event

Key roles identified as essential:

- Site planner
- Gates coordinator
- Gazebo lead
- Bar shadow / successor
- Food vendor liaison

Actions:

- Draft clear role descriptions (CC)
- Ask the Headteacher to issue a targeted call for these roles (CC)
- Use a sign-up form focused on essential roles first

13. Next Meeting

Agreed to hold the next Summer Fair planning meeting on: **Wednesday 12 March.**

Focus of the meeting:

- Confirm essential roles
- Finalise site layout
- Review booked attractions
- Agree next planning milestones

Meeting closed at 10.15pm