

Meeting Minutes – Post-Event Review & Planning for next school year

Date: 04/07/2025

Location: angle cafee

Attendees: Emma, Jess, Gemma, Jess & Ronnie

1. Event Feedback & Improvements for Next Year

General:

- Use bum bags for better money/security management.
- Provide DJ with a schedule of announcements and key timings.
- Send reminders for attendees to bring something to sit on.
- Create an information board for the event.
- Send out a layout plan of stall locations one week prior.
- Make all activities enclosed and accessible only with wristbands.
- Include a list explaining the meaning of different wristband colours.
- Combine colour run entry and glasses into one price.
- Make the advertising campaign bigger next year (consider newsletter).
- Include more helpers and volunteers.
- Hold a pre-event volunteer briefing to reduce group text confusion.
- Create a letter to send out to local businesses for stalls, services, or raffle donations.

Activities & Attractions:

- Add more stalls and variety in activities.
- Include more options for younger children.
- Add an activity course as part of the colour run.
- Consider including a water fight, animals, and soft play.
- Introduce an “activity pass” near the activity areas for ease of access.
- Have a balloon arch at the start and end of the run.
- Face painting stall.
- Additional attractions: bubble sellers, ribbons, balloons, whistles.
- Ask Needham Market Gym to host a stall and offer their prize.

- Invite Kicks and Ticks to set up near refreshments area.
- Explore having tennis courts available.

Logistics & Setup:

- Purchase more bunting and additional bunting glasses.
- Buy more small-size t-shirts for colour run.
- Add more walkie-talkies for better communication.
- Set up a first aid tent.
- Ensure power access to more field points; consult Jigsaw if needed.
- Consider positioning stalls under gazebos and freeing shaded tree areas for seating.
- Have actual rubbish bins placed around the site.
- Create a raffle display that is more visible and easier to manage.
- Have 1–2 people walk around selling novelties.
- Improve clarity on how colour run entry works.
- Hire or invite a photographer to capture the event.
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Financial Summary

Income Overview:

- **Raffle:** £692
- **Sponsorship (Colour Run):** £495
- **Colour Run (broke even)**
- **Sweety Tombola:** £221
- **Bottle Stall:** £185
- **BBB:** £105
- **Teddy Stall:** £61
- **Hot Shots:** £45
- **Refreshments:** £30
- **Popcorn:** £20

2 . Total Income (Year): £7,397

- Last year: £6,200

Other Funds:

- **Unspent funds from Years 3/4/5:** Clarify usage – funds must be used by October 2025 (Enrichment?).
- **Year 6 leavers party contribution from Funds:** £105
Trip Fund: £110
Ice Cream Fund: £77
- **Council Playground Letter Contribution:** £1,000 can we make use of this?
- **Supermarket Donations & Coop Funeral Fundraising** – to be explored.
- **Explore funding options for community centre use (capacity limit of 499 for insurance).**

3. Upcoming Events & Dates

- **Harvest Festival Week:** Begins 6th October
- **Christmas Fair:** Potentially 6th or 14th November (Community Centre?)
- **New Recruiter meeting :** 17th September.
- **Teddy Bears' Picnic:** Sell ice lollies, do uniform sale.
- **Next Summer Fair:** 11th July 2026?
- **Break the Rules Day & Disco:** 7th November (2 discos)
- **Disco Note:** Consider letting Year 5/6 out on their own?

4. Actions & To-Dos

- Consider second hand uniform sales at the Teddy Bears' Picnic and in play ground after?
- Buy icelollies for teddy bears picnic.
- Make a PFA post box with clear signage.

- Create a poster for recruiting new members for meeting on September 17.
- 3 bags of washing to be taken out of school and washed and sorted for sale.
- Pfa curry night to drinks to allow for flexibility.
- Have more people with DBS from September.
- Use online payment for event from now on.
- Use google forms.