



Friends of Castlefields PTA

Meeting Minutes

26th April 2023, 7.30pm

Attendees: Harriet P, Leah S, Hayley R, Liz P, Claire M, Sam H, Martha H, Amy W, Ellie, Johnnie

Apologies: Michaela, Hannah P, Sarah M, Hannah B,

1. Welcome and thanks

2. Circus: Thursday 22nd June

- Will need support on the day to ensure smooth running of the stall etc stalls to be done in shifts so families can attend
- Helpers - Leah, Harriet (check tickets)

Claire M - help with either show

Hayley - going to 5:30pm show

Hannah B - help with clean up

Michaela - happy to help ay any show

Hannah P - can help prior to 3:15pm

Marth H - can help during the day with set up, help at 5:30pm show

Liz P - help from 4:30pm, going to 5:30pm show

Amy W - help from 4:30pm, going to 5:30pm show

Sam H - not going to either show

Ellie - going to 5:30pm show

Shout out for help to be done

- Set up on KS1 playground during the day, move tables that are needed after school
- Bar and BBQ to be located together so that people can get food and drink together
- Bar - Can still sell alcohol - Harriet to sort TENs licence, to also sell crisps and possibly cupcakes, if weather is good then ice lollies (Claire M to sort on day)
- BBQ - sausages only and then buy in samosas - easier to pre cook and keep them warm and ready to serve.

Sausages - £3 and Vegetable samosas £1:50

- Liz to find out about vegetable samosas from shop in Wolverhampton - best value/taste
- To have onions and sauces for people to use.
- Need support on the BBQ to be able to get the pre-ordered food out quickly to people

- Food to be served after the circus showing people are going to, avoid too many people between the showing
- A one way system to be put in place for people to get to the circus and then out to try and avoid congestion between the two showings - should help with the selling of the food after the shows
- Highlands road gate to be shut need to make sure people are aware and use the correct entrance through Castlefields car park
- More bins needed so that rubbish is cleared away
- Buckets of ice to keep drinks cold in before serving
- Email circus to find out if we can sell punch balloons (pre blown)

Entry to circus/pre ordered food

- People to show email confirmation when entering the circus
- Get a colour coded raffle ticket for the food item that they have ordered to make serving at the BBQ quick and easy

Circus letter/PTA newsletter

- to hopefully go out w/b 1.5.23
- tickets for adults £10 and children £6 and can pre order the food when buying tickets
- give Castlefields parents a deadline to get tickets before putting out to others in Bridgnorth (£12 adults, £8 children) - ask other PTA groups to promote

Tickets sales test

- test the “sum up” website for tickets sales within PTA to ensure that everything works smoothly, can tickets and food be ordered easily and is the wording correct, do confirmation emails come through successfully

3. Summer Fun day - Sat 15th July

- BBQ and Bar
- Inflatables - Martha to get quotes on items possibility of having on Friday and Saturday - all school gets a chance to use on the Friday
- Inflatables - £1 or 50p paid on entry and children can play on all of the inflatables
- Potential to ‘officially’ gift the items requested by children- e.g goals, reading shed etc to the school
- local clubs etc to do demos/gain memberships - rowing club/fire service/school clubs (teacher manned) - mini games rounders/football/choir?
- Liz to ask OWS if any music/choirs that would want to perform
- Welly wanging/beat the goalie
- No stalls

4. Ice cream after school

- treat for the children on Friday 26th May

5. Finances

- Main account £18,411.52

- Paid for the circus
- To pay - Pioneer and R/Y1 trip
- Not paid for yet/ordered - need to chase up - soft balls, goals and reading shed
- Trim trail?! rough idea of cost £4,000

Date of Next meeting: 7/6/23