



Latham Primary School

Latham Primary School P&C Minutes of the Meeting 21/02/19 Raider's Club, Kippax

Present: Ngarie Curran, Kathy Tsung, Roxanne Tulk, Kelee Hodges, Jo Dynon, Melanie Crump, Gaynor Thompson, Maree Dokter, Jodie Taylor, Emily Kerlake, Vicky Honchera, Kareen Tait, Peter Newman, Kristen Sutcliffe

Tonight's P&C meeting was solely on the upcoming fete. NB a treasurer's report was passed at the AGM 12/2/19.

Fete Sat 23/3/19 3-7pm

Emily Kerlake overseeing fete
Kelee Hodges – Emcee

Stalls that have been confirmed: coffee cart (YMCA), face painting, henna tattoo (Lily Curran), white elephant (Kathy and Meg Bryce), hot dogs and milkshakes (Ngarie), international food (Amy and Jim Fowley), kids craft (Sami Woods), plants (Roxanne), teacher's show bags (teachers), cake stall (Kristen), rides inclusive of bubble soccer, laser tag, petting zoo, reptile exhibition, dart soccer, 4 x gecko gang activities (jumping castles) (Pete), vintage cars (Chris Brookes), craft (Maree), hampers (Vicky).

Teacher show bags - it was noted there will be no reimbursements from P&C to teachers, it is their contribution to the fete and is optional.

Please see appendix A for action required for these stalls.

Stall yet to be confirmed: Chocolate (prize) wheel, tombola, lemonade stand, model trains, sausage sizzle, paper plane competition, SES, art sale, wet sponge throwing at teacher (?), specsavers (?).

Also see appendix A for action required for these stalls.

Businesses (Jo): small businesses attending will be asked to pay \$60 to run their stall and give a donation (eg of their goods for the chocolate wheel). There is a preference for small businesses to use the fete for the purposes of advertising/exposure and future sales only, and to minimise any cash sales. This is to ensure most cash-in-hand goes directly to the school fundraising stalls. Larger businesses will be asked to donate 25% of takings to the P&C.

It was noted that the P&C has public liability insurance to cover the event and people attending.

Wrist bands: order form to be distributed to families ASAP. \$20 prepaid (before 15/3 online payment only), \$25 after 15/3 including on the day. After the meeting discussion within the committee changed these prices to \$25 prepaid and \$30 on the day to be able to cover ride costs and at least break even.

Logistics:

- PA system is available for Kelee (kept in the room at the back of the library, can be accessed through Manual)
- Recycling bins TBC through ACT smart
- Roadside signs in the store room, can go up Sun 17 March
- Announcements to be given at morning assemblies
- Spreadsheet with each stall needs to be complied
- Printed information for families needed, fete newsletters
- First aid and sunscreen will be available and signposted
- A list of set up jobs and helpers that are required for the day

Please see appendix A for action required

Appendix A

Stall/activity	Action required	Comments
Craft	Daytime craft sessions 1 & 8 March (9.30-11.30am) Evening craft sessions 28 Feb & 7 March	Kristen to complete event request form for room use at school, email to Sam Chapman
Chocolate (prize) wheel	Kareen to supply a list of possible sponsors to approach	Shared task to contact potential sponsors
Lemonade stand TBC	Emily to speak to Mel	
Model trains	Kareen to contact	
Sausage sizzle	Kareen to contact St George	
Paper plane competition	Emily to ask Liz if SLT can run this	
Art sale	Emily to ask Liz if students can create art pieces to be sold on the day	Trudy's classroom
Fete newsletter (printed) and wrist band order forms	Kareen and Peter to forward old templates to Kristen who will format	Front office to print and distribute
Mufti days to raise collect items for prizes at the fete?	Emily to discuss with Liz	1 – toy and trinkets 2 – mixed lollies 3 - stationary
Recycling bins	Kareen to contact ACT smart	
Assembly announcements	Kelee? Emily? Maree?	Focus on one aspect each announcement

Spreadsheet with stall needs	Kareen to forward last fete's spreadsheet to Emily	
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The next P&C general meeting will take place Tuesday 26 March, 730pm, Latham PS