



# Latham Primary School

## Latham Primary School P&C Minutes of Fete Planning Meeting 27/11/19 Latham Primary School

**Present:** Jo Dynon, Peter Newman, Chris Brookes, Natalie Hodgess, Melanie Crump, Gaynor Thompson, Roxanne Tulk, Sammi Woods, Vanessa Hagon, Kareen Tait, Kathy Tsang,

### 1. Welcome and Previous Minutes:

1.1 The meeting was opened by Jo Dynon at 7:40pm. She thanked everyone for attending, and pondered the following questions in regard to the fete for 2020...

- How can we showcase our school?
- How can we get more parents involved and interacting with each other?
- How can we include students more?

1.2 **Apologies:** Kristen Sutcliffe, Jodie Taylor, Vicky Honchera, Kelee Davey, Katherine Stock, Lesley Johnston, Trish Porter, Mikaela Danvers, Contessa Nektaria Stavropoulos, Geniene Barbour, Amy Fowlie

### 1.3 Previous Meeting discussing fete 06/08/19, 10/09/19

Key points previously discussed:

- Fete to be held 21 March 3-7pm
- An original list of fete stalls was previously collated (needs updating).
- It was agreed that funds from the fete will go towards the community garden project.

### 2. Fete Discussion

- Update about progress - Jo has created donation letters and they are rolling out to businesses (emails sent, post letters sent - most hand delivered still to go (will discuss at end of meeting).
- Donations update – 18 business so far - more rolling in. Latham Shopping Hub are very interested in holding a stall and providing prizes - Hajar will come to next week's P&C meeting.
- Stallholders and status – **Appendix A (note: details in table have updated since meeting - accurate as of 4/12/19 with input from P&C meeting 3/12/19 and follow-on conversations)**. Jo read through the table ideas - a number of ideas were discussed

and followed up by Jo - all summarised in table. **ACTION: Jo to carry out some analysis of previous fete takings to assess feasibility of some stalls. Partially actioned - ongoing.**

- Volunteers - Jo discussed the importance of involvement from new parents - including the use of shadow roles (linking newer parents with more experienced fete parents). Many hands make light work! The questions was asked how do we involve parents more? Some kind of discount for volunteering? Golden ticket? Divide stalls per class and parents volunteer to that group? Use of signup website link or similar - small ½ - 1 hour allotments? The suggestion was made to add a 'Volunteer coordinator' - it was suggested Jo should approach Emma Georgiou. **ACTION: Jo to discuss with Emma. ACTIONED: Discussed 28/11/19 - Emma agreed to take on the role (see Appendix B for more information).**
- Student engagement - Ideas for getting students involved - choir, groups presenting, selling snow cones, playdough, assisting parents on stalls (eg face painting etc), other ideas? Jo to discuss ideas with Liz/Karen/Daniel(?) for more student involvement - the possibility of using Enrichment sessions for Fete preparation, or dividing stalls by class groups. **ACTION: Jo to book meeting with Liz (or relevant staff member). ACTIONED: Jo booked meeting with Liz (who will also be at P&C meeting 3/12/19).**
- Fete coordinators – **Appendix B (note: details in table have updated since meeting - accurate as of 4/12/19 with input from P&C meeting 3/12/19 and follow-on conversations)** - Jo noted importance of having support in overarching coordinator roles, some attendees and others took on these key roles. Summarised in table, but happy to add 'assistant' parents to these roles (those interested in taking on these roles in future).
- Fete opening - Possibly preschool or choir?
- Wristbands - previously \$25 prepaid and \$30 on the day - several attendees suggested the preference is not to increase price (particularly as it increased for last fete).
- Teacher showbags – Have teacher showbags been confirmed yet? **ACTION: Kareen to check with Annette. ACTIONED: Confirmed.**
- Famous visitors – Jo asked if there are any famous visitors she should approach, such as newspapers? MPs? Raiders (note strict requirements), other? A few suggestions discussed (such as mascots race). **ACTION: Kareen to approach Yvette Berry and Tara Cheyne**
- Small businesses – Have started putting initial call-out. Requesting \$60 OR donation to choc wheel (not both). Big businesses 25%.
- Other –
  - o When closer organise Fete Prep night.
  - o We need to check with school about progress re: irrigation system in the oval and that relevant fete date paperwork has been actioned with the school. **ACTION: Jo to discuss with Liz at meeting. ACTIONED: No clash with irrigation. Kristen has previously completed paperwork.**
  - o Potential idea Slot Cars - **ACTION: Kareen to research.**
  - o Road signs (LJHooker) will need to go up Sunday 15 March (Katherine Stock happy to assist) - Kareen suggested this should include 10-12 signs.
  - o Closer - we discussed that it will be important to have plenty of announcements at assembly, use of the Facebook page/event, newsletters, creation of map etc (see Advertising and Promotions coordinator)
  - o First aid and sunscreen will be available and signposted.
  - o Important to include a list of set up jobs and helpers that are required for the day (also make use of Sign Up Genius website for volunteer rosters) (see Volunteer Coordinator).
  - o Jo spoke to Maree re: craft nights/mornings, who suggested this was not popular for last fete, so she will encourage mums to create from home. There is a lot of excess in cupboards. Jo has some leftovers from her old sewing business to donate - mostly babywear such as bibs, blankets, etc.

- Kareen suggested we make use of 3.10pm meetings with mums picking up as we get closer to fete.
- Priorities – It was discussed that we need to make fete planning decisions based on priorities for fete - do we want to raise as much money as possible? Or build relationships? Can we do both? These decisions will inform how we move forward.
- Donation letter delivery – Most bundles of letters (approx. 20 per bundle) were handed out for folding and delivery. Thank you from Jo

### 3.1

Jo called the meeting to close at 9:00pm.  
Next P&C meeting is Tues 3 Dec 7.30pm Latham PS.

## Appendices

- A. Fete stalls
- B. Fete committee roles

### Appendix A

2020 Latham Primary School Fete Stalls			
Stall/Position	Coordinator	Note	Location
			<b>TOTALS</b>
<b>Internal</b>			
Small businesses	Jo Dynon	See below	
Entertainment	Kelee Davey	Performances - from school (eg choir), external, MC etc Fete opened by preschool or choir? Jo has some ideas here - will discuss with Kelee. Sammi said she can do a kids Yoga session Pete suggested Change Yoga at Scullin (Jo has now sent donation letter - they are keen to come and present) Talk to students about Latham's Got Talent? – is there a teacher that would be prepared to help.	Basketball court
Rides	Pete Newman	Pete discussed that he has approached Camelot Entertainment to explore new options - they would take 80% of total wristband cost. If we keep fete date they could bring small selection of rides - if we move date forward a week, we could get more rides (Jo said too late to change date). Preference is not to increase band price. As a result of fete meeting and following P&C meeting 3/12/19 decision was made to make 1 or 2 amendments to ride offerings for 2020 (eg smaller Gecko gang, include obstacle to Bubble Soccer and golf?) , with a plan for 2021 to consider Camelot Entertainment (80% of wristbands) (and link with another school to ensure lots of rides).	Playground
Laser tag	Pete Newman		Playground
Master of Ceremonies	Matthew Noonan?	PA system is available (kept in the room at the back of the library, can be accessed through Manual)	Bbcourt

Wristbands and hamper raffle coordinator	Vicky Honchera	Ready to roll next year	Junior courtyard outside hall
\$1000 raffle		LJ Hooker to print tickets	
Chocolate/prize wheel		Jo organising donations/prizes/supporters etc Contact and chat with Tracey (past stallholder)	
Chocolate toss	Justin Kerlake	Vicky will get chocolate through Hamper drives Justin and Jo spoke about this - to think further on how to deal with chocolate in hot sun - use of esky?	Need shadey spot!
Cake stall	Kristen Sutcliffe	As usual, will be askign for family donations. Note: Natalie Hodges (Pink-a-boo designs) will contribute 100 Pay Your Own cookies to cake stall (with business card attached) -\$3 each.	1/2 Classrooms
Canteen food	Katherine Stock	Ice cream cones, fairy floss, lollies, drinks, wedges, dino snacks	Canteen
Vesper Club	Denis Davey TBC	Could link with Show and Shine	
Sausage sizzle	Poppy ++	Rolfe Mazda semi confirmed	Junior courtyard
Kids craft stall - creations	Sammi Woods	She will work again with the assistance of YMCA	Near Junior playground?
Craft stall - sales	Maree Doktor	Happy to hold this again. Lots of leftovers in cupboards at school. Jo to donate old business stock. Could consider utilising bulk buying items from ebay and ali express? \$2, \$3 tables?	Hall
White elephant		Consider accepting ONLY kids toys and games this year. Consider combining with Book stall and second hand clothes.	Hall
Book stall		Consider combining with white elephant and second hand clothes.	Hall
Second hand clothes stall	Brianne May		Hall
Face painting	Lesley Johnston	Recruiting senior students and creative mums Also temporary tattoos! (bulk buy off ebay? - eg 50 tattoos for \$11.65)	Near Junior playground
International Food and drinks	Amy Fowley	Ready to roll next year	Junior courtyard
Plant Stall	Vanessa Hagon and Kathy Tsang	Roxanne Tulk happy to provide any knowledge from her previous running of this stall.	Along senior playground
Teachers show bags	via Annette?	Kareen to touch base with Annette.	Junior courtyard outside hall
Show and Shine	Chris Brookes	Likely to have approx 10 cars - will chat with Denis re: Vespa Club. Will think about how to raise money (eg Crowd's Choice, Principal's Choice), but it was also discussed that this is a big crowd favourite and will draw in community from outside our school.	Senior courtyard
Slide show/game	Natalie Hodgess	Aim to have fun and give out prizes.	

Student lead stalls/exhibitions	Students?	<p>Firm ideas to come after discussion with school etc: Eg: Snow cones? Art show?</p> <p>Another idea: Family Fun</p> <ul style="list-style-type: none"> <li>• Creative activities - run by year group - ideas/plans created by teachers and students, run by volunteer parents - shaving cream, goo, painting, craft?</li> <li>• Chillax space - large games? Big jenga, marble run, large connect 4? Beanbags, coffee</li> </ul> <p>Kids as volunteers (Natalie Hodgess suggestion) - Why don't we involve the kids? Get mum, dad, Aunty Joan to come along for a time on the stall with the student and get them to serve customers and handle money? Gives them maths practice, and customer service skills too. Then at an assembly give them a Thankyou certificate</p>	
NEW Garden Space	Vanessa	Set up where the new garden are will be so visitors to the Fete can see what we are raising money for. Showcase the plans so far.	
<b>External</b>			
YMCA	Gaynor Sullivan, Mel Crump	Educators working with Sammy on craft and also other tasks too. Happy to make playdough for sale at fete. Request donations from parents.	
Belco neighbourhood watch	Sharon Leigh-Hazell	Offering free tamper proof registration plate screws and other NHW items like identification kits No fee	
Latham Shopping Hub	Hajar Malek Gala	Stall and vouchers etc Hajar to attend P&C meeting	
SES	Tristan Peemoellar	Attending fete - no Platypus No fee	
Constable Kenny Koala	Asked - Jo in contact		
LJHooker	Jenna Dunley	Happy to support us in any way they can - raffle tickets, signs, guess the balloons in beetle, They have 3x marquees, LJHooker Bear? Note: concerns over guess the balloons winner last time.	
Fire engine	Emily to provide details to Jo about who to contact		
Darleks	Andrew	Jo has been in touch - Andrew cannot help, but chasing another contact for this	
Coffee Cart		Jo to follow up coffee van option Suggestion: open early for parents setting up	Near end of 1/2 block
Mini trains	Michael	Require assistance (one or two abled bodies) for set-up and pickup please. Michael has been in touch - still to confirm	Hall
<b>Small Business</b>			

Thermomix	Rebecca McAlister	Prize donation	Outside hall near senior playground
Rory Rose Bows	Erika Sargeant	Jo to touch base re: ensuring no crossover with craft sales stall	Outside hall near senior playground
Luxe Perfumes	Nicole Luteru	Has friends interested if we are short on stalls next year	Outside hall near senior playground
PartyLite (and Arbonne)	Sarahjayne Marassovich		Outside hall near senior playground
Jim's Dog Wash Higgins	Bec Celear	Tentative - waiting on date check	Down from senior playground - with dog wash?
More to come ...			

## Appendix B

### 2020 Latham Primary School Fete Committee Roles

Roll/Position	Coordinator	Note
Fete convenor	Jo Dynon	Overarching coordination of fete
Stall coordinator	Jo Dynon	Coordinating P&C stalls and external stalls/businesses.
Sponsorship/Supporter/Prize coordinator	Jo Dynon	Coordinating letters seeking support from businesses, as well as relationship building.
Entertainment coordinator	Kelee Davey	Book entertainment, coordinate with school, organise DJ/MC.
Rides coordinator	Pete Newman	Book all rides/outside game events.
Wristbands and raffles coordinator	Vicki Honchera	Overseeing wristband sales and raffle stalls such as hampers, \$100 raffle, chocolate wheel, chocolate toss
Advertising and promotions	Kareen Tait (and junior mum?)	Coordinate newsletters, promotion, advertise on external sites/facebook pages, advertisements in other schools.
Treasurer and team	TBC next year when new P&C treasurer comes on board (at least 3 people)	Coordinate all floats and monies leading up to and on the day.
Volunteer Coordinator	Emma Georgiou	Coordinating volunteers in preparation for, and on day of fete, including set-up and pack-up. Make use of sign up website (and possible Seesaw via

		teachers) to gain volunteer support.
Canteen and coordination of fete signs	Katherine Stock	Coordinate canteen offerings Coordinate placement of 10-12 signs on key roadsides.