

PTA Meeting – Summer Fete Planning

Date: 24 June 2026

Time: 7:00 pm

Attendees

- P. Scarlett (Chair)
- J. Manners (Secretary)
- V. Matts
- S. Harris
- A. Edgington
- K. Norton
- S. Padmore (Treasurer)
- K. Steventon

Summer Fete Arrangements

Community Attendance

- The Fire Service and Police Service have been contacted and are hoped to attend the Summer Fete.
- A tractor display has been arranged through Andrew.

External Stallholders and Activities

The following independent vendors and organisations have been invited to attend:

- 3D printing stall
- Candy floss stall
- Samosa stall
- Archery
- Tin Can Alley
- Target shooting
- Hook-a-Duck
- Brandon Club, offering a competition and fitness activities
- Second-hand book stall
- Pokémon trading card stall
- Slushy and waffle van
- Ice cream van
- Oakdene Gardens, selling produce grown in their own garden

A flat fee of **£20 per stall** will be charged, with an additional optional honesty donation.

PTA and School-Led Stalls

Proposed PTA and school stalls include:

- Year 6 Young Enterprise stalls
- Raffle featuring a large Stitch soft toy
- Photo booth drawing
- Silent auction
- Human fruit machine
- Adopt-a-Bear
- Guess the Number of Sweets
- Soak the Teacher
- Token prize stall
- Token sales point
- Face painting and glitter tattoos
- BBQ and refreshments

It is estimated that a minimum of **16 volunteers** will be required to operate these stalls effectively.

Additional Activities

- Sports Starz will run activities during the event, with all proceeds being donated to the PTA.
- A stage area will be set up near the Year 3 classroom, with audience seating provided. It is hoped that performers from *Wolston's Got Talent* will take part.

Children-Led Stalls

The following pupil-led stalls have been proposed:

- Cake sale
- Loom bands stall
- LOL Surprise stall

Token Sales

It was suggested that attendees be given the option to pre-order and pay for tokens before the fete to reduce queues on the day. This could be facilitated either online or during school drop-off on the morning of the fete.

Actions and Outstanding Tasks

Food and Refreshments

- Purchase burgers, hot dogs and bread batches.
- Contact supermarket Community Champions regarding potential food donations.
- Investigate purchasing supplies from Booker or Costco.
- Compare drink prices, with Iceland suggested as a potentially cost-effective option.

Event Materials

- Produce and print a site map showing stall locations.
- Design and print signage and promotional posters.

- Determine token values for each stall.
- Purchase plastic tokens.
- Purchase prizes.

Volunteers

- Recruit volunteers to support the event.
- PTA Chair to create a spreadsheet detailing stalls and volunteer requirements.
- DBS required for setting up time but relaxed during fete hours as children will have been dismissed to parents. Still waiting on some DBS's from helpers that want to support.
- Chair to ask staff who would be keen for Soak the Staff and timetable them
- Do Microsoft Forms for staff & parents to sign up to help

Equipment

- Request donations or loans of gazebos from parents and the wider community.
- Make sure stage is in good working order with everything included
- Check tech (speakers, microphones, cables) work and are PAT tested

Stall Preparation

- Create the photo booth.
- Wrap boxes for the Human Fruit Machine.
- Decorate shoeboxes and prepare entry slips for the Silent Auction.
- Guess the Sweets paper to write guesses on
- Prize tokens need generating and laminating
- Prize amount signs need to be made

Participation and Permissions

- Recruit children to take part in the Photo Booth Drawing activity and obtain the necessary permissions for participating children.
- Obtain necessary information for participating Wolston's Got Talent performers – letters to be given out and permission slips to be received back into school