Threemilestone School PTFA Minutes

Date: Monday 1st June 2026

Time: 7pm

Location: The Vic, Threemilestone

Attendees: Kate, Grace, Dawn, Heather, Rachel

Summer Fayre prep:

Time: Friday 19th June 3:30 - 5:30 confirmed with school & advertised. Access from 1pm & raffle draw 5:30pm

Children singing: agreed for any to be done on the yr5/6 playground prior to the fayre and not in the fayre space. Dawn to offer Mrs Teagle to open / and or Mr Chirgwin to attend

Music: Tess/ Kate checking with Swamp Circus if they will be playing music, if not we'll arrange a playlist and speakers

Face Painting: Kate to set up WhatsApp group for Lauren, Olivia and yr4 mum Kate to sort face painting/ glitter. Found supplies in cupboard, Kate can send pic to the group and they can confirm if need other supplies for the PTFA to purchase prior

Ice-Creams: Jenna has confirmed since the last meeting that the ice cream van provider is happy to provide two vans to meet demand and keep the queue down

Raffle:

- Raffle prize givers haven't been contacted yet due to Dawns workload but priority task. Group discussion as contingency could offer a cash price/ make up a gift hamper if we are short of prizes.
- Bigger poster nearer the time/ A board to promote
- Dawn to order ticket books

Tombola:

- Dawn to order ticket books, will try and keep colour groups to a minimum when ticketing
- Agreed donation date for non-uniform Friday 12th June, Dawn to get message out ASAP

- YR6 Booze
- YR5 Booze
- YR4 Toiletries
- YR3 Toys & Games
- YR2 Stationary & puzzle books
- YR1 Soft/ novelty drinks
- KS1 Biscuits & crackers (please avoid chocolate due to heat)
- Donations to be stored in grey stackable containers in cupboard
- Ticketing days prior in hall after school, discussed access with Dawn

Drinks Tent / tuck shop:

- Licence applied for
- Agreed Pimms in cups & one type of larger, one cider, cans no bottles. Dawn to place order nearer the time
- Soft drinks, water, fruit shoots, Fanta, lemonade
- Kate has asked Jenna ref red gazebo & dad setting up
- Grace to provide red tablecloth
- Last years signage & fruit bunting available
- Selection of crisps

Food:

- No enough provision to be able to host BBQ
- Jenna looking into possible hog roast
- Grace looking into Flour Power pizza van
- Candy floss & popcorn lots of supplies left from last year, little eden confirmed equipment hire

Other stalls:

- YR6 need to tell them location
- Cats Protection want to do a stall
- Dawn to confirm if Preschool want to do a stall this year

Swamp Circus:
- PTFA paying, not charging
- Dawn has paperwork for booking
- Waiting to confirm power requirements/ size of set up

- Tess/ Kate to ask if they have any social media material we can use as a teaser

Inflatable obstacle course:

- Teachers to tend
- £2.50 for 5minutes each
- Starting line and finish line to keep in with max numbers
- Kate to confirm max capacity
- Stop watches
- Amend sign
- Need to confirm power requirements

Inflatable Target:

- Need to confirm power requirements
- Teacher led
- £1.50 3 shots
- Leader board, winner gets £5 voucher
- Signage needed

Helper Allocation:

Singing/ opening - teacher led
Music - Mr Wake
Face Painting - Lauren, Olivia & Yr4 Kate
Booze Hoopla - Heather
Candy Floss & Popcorn - Anna & Grace
Ice-Creams - NA
Inflatable Course - teachers x2
Inflatable target - teacher x1
Yr6 stalls - teacher led
Raffle stall - Ali 1/2 + teacher
Tombola - Rachel, Rachels Mum + teachers x2
Swamp Circus - NA
Drinks tent/ tuck shop - Dawn, Jenna & Kate

On the day prep availability:

1pm = Heather, Grace, Kate, Rachel
3pm = Dawn
TBC = Jenna & Anna

AOB:

- Store cupboard sorted, food dates checked, supplies decluttered
- School Fayre sign to be updated & put up earlier
- brief discussion ref colour run, last years left over paint is now in the store cupboard and top up paint arriving soon
- Dawn to check if still have last years ticket template
- Considering reviewing last years price
- Meeting Wed 1st July 7pm The Vic for tickets to go on sale from 3rd July
- Dawn has ordered new hoops for booze hoopla

Dates for the diary:

June+ weekly lolly sales (weather & helper dependant, Dawn usually orders Tues/ Wed)

12th June - donation day for Tombola / non-uniform day. Helpers 3:15 to put donations into store cupboard please

15th - 18th ticketing tombola in school hall 3:15

19th June - summer fayre

1st July - Colour run prep meeting The Vic 7pm

16th July - end of school prep back field

17th July - colour run

Meeting adjourned: 8:50pm by Kate Wellington

Minutes taken by: Grace Benford

Typed & submitted: 2nd June 2026

Next meeting: 1st July 7pm, The Vic, TMS