

## Minutes of the Lacon Childe PTA meeting

Monday 16<sup>th</sup> August 2021

**Attending: Sharon Wakeman, Tracey Clinton, Sarah Price, Rachel Datlen**

**Apologies: Zoe Baggot**

The meeting was scheduled to focus on the **Bike Show preparations** for Sunday 12<sup>th</sup> September

### **Catering**

- Tina in the Lacon kitchen will be hired to help out again, on a paid basis.  
**ACTION: Tracey will contact Tina to arrange.**
- Sharon has the record of quantities of food from previous years. It is hard to gauge how many people to cater for, so Tracey suggested that we try to purchase the fresh food packaged in batches that can be sold off to volunteers at the end if there is spare.
- Mawley Milk have agreed to donate the milk as in previous years.
- Co-op has donated supplies such as tea bags, coffee, butter, cheese, bin bags, cling film, washing up liquid etc in previous years.
- It was agreed to go with Heath Farm Meats again for the meat supplies as they are local and good quality, albeit a bit more expensive than wholesale price.
- Free range eggs can be sourced from Chris Taylor, a new local supplier.
- The Cleobury Freezer Centre could be contacted to see if they will donate.  
**ACTION: Sharon will lead on securing the food, drink and other supplies from the suppliers above**  
**ACTION: Tracey will check the dry food supplies in the pod tomorrow.**  
**ACTION: Tracey will contact the school food suppliers such as Bikold to see if they will donate any supplies.**
- There was a discussion about whether to use disposable cups for hot drinks or use the crockery like last time. It was concluded that we use crockery for cost/environmental/risk of spillage reasons.  
**ACTION: Tracey to see if mugs from the staff room can be borrowed.**
- Year 7s will be asked to provide cakes again as they will be in school just over a week in advance of the Show.  
**ACTION: Tracey to get paper plates to year 7 form teachers to hand out a week in advance.**

### **Prices**

- Entry fee £5
- It was decided to dispense with the cloakroom charge for storing helmets, jackets etc as there had been complaints last time about this additional charge, which was unpleasant for the pupils overseeing this. A donations bucket will be available instead. Raffle tickets are used as a record for deposits.  
**ACTION: Tracey to purchase some raffle ticket books.**
- Breakfast (sausage, bacon, egg, beans, tomatoes, mushrooms, 1 slice of toast) £5.50
- It was agreed to dispense with the 2 slice of toast for an extra £1 as this was unpopular last time.
- Bacon/sausage bap £3.
- Beans on toast £2.50.
- Cheese/ham roll £2.50.
- Tea/coffee/water £1.
- Cans £1.50.  
**ACTION: Sharon will confirm final prices closer to the time dependent on cost of supplies.**

### **Bike Entries, Layout and Set-up**

- Tracey reported that there are 22 confirmed entries so far. More will come in, but people are being cautious about committing due to concerns about Covid. There are still 4 weeks to go until the event. There are 147 contacts of people who have brought bikes in the past.
- It was agreed that about a week before, we could make a decision whether to go ahead with a reduced number of bikes and a reduced entry ticket price.
- Bikes will be on display in the main hall again, with trade stands in the music room. There is also a display of badges and the autojumble stall. If there are fewer bikes, Tracey suggested these could be displayed on the field, weather dependent.
- Mike Bodice will be the guest speaker, doing 2 presentations during the event for £100 fee.
- The trophies are currently stored behind the stage.
- The photographer who attended last time is coming again.
- Trace reported that there is quite a bit of typing up of the bike descriptions for the labels.

**ACTION: Trace to ask for help with typing of bike descriptions if needed.**

- Tracey reported that at Wistanstow show, entry is outside so that no bikes can be viewed until people have paid entry. This could be something we could consider closer to the time so that people are not avoiding paying entry charge.
- Steve Todd has reported that the roof felt has come off the Bike Show storage shed and that the shed could do with a tidy/rationalisation. Steve has some spare roofing felt that he will donate.

**ACTION: Tracey will ask Tom if the Caretakers would be able to mend the roof.**

### **Health and Safety**

- Tracey has booked the First Responder.
- Jim Reynold's son David will do the risk assessment and Rachel will be back up for this if David is unable to.
- Covid precautions will include provision of hand sanitiser, PPE gloves for volunteers handling helmets etc and signs requesting people wear face masks if possible.

**ACTION: Tracey to ask Tom White if the school's supply of hand sanitiser and anti-bacterial spray can be used.**

### **Promotion**

- The Air Ambulance are helping to promote the event as they are a beneficiary.

**ACTION: Sarah to ask Jim to promote the event in the Clarion.**

**ACTION: Sarah to promote the event via PTA Facebook page.**

- It was suggested that we do some fliers for the food pod tables to promote the School Lottery.

### **Volunteers:**

- More volunteers are needed to help on the day and set-up.
- Tracey Pearce had offered to help with the catering as she has pub/restaurant experience.
- Rachel Datlen and Sarah Price are also available to help in the kitchen.
- Zoe Baggot and Hannah Coleman had also volunteered to help out.
- There will be no raffle, but a 50:50 bucket like last time, if someone can be available to do this.

**ACTION: Sarah to post a request for help on the PTA Facebook page and via Parentmail to include help needed for catering, washing up, clearing tables, ticket sales, car parking, 50:50 bucket.**

**ACTION: Rachel to email rest of PTA to ask for their help on the day.**

- Pupils could be asked to volunteer as this would contribute towards their CV, personal statements etc.

**ACTION: Tracey to ask Darren to request help from pupils.**

- Set up will be on Saturday 11<sup>th</sup> Sept 5-8pm.