



Middlefield Primary Academy PTA meeting

Wednesday 17th June 2026
Ferro Lounge

Chair: Holly
Minutes: Emma

Attendees: Jo, Kim and Chloe

Summer Fayre planning

Still to do/decide:

- Food/Drink- Posters advertise pizza being at the fayre. Dominoes previously provided large pizzas for £6 each. 10x pizzas would give 100 slices. = approx. £40 profit
4x Cheese + Tomato, 4x Pepperoni, 2x Gluten free
Action (Emma): Call dominoes to request best price available and if we can preorder for delivery at 2:15pm
- How many tables will be required?
Action (Jo): To check external stall holder forms and confirm number of tables required
- Logos of all companies that donated raffle prizes to be collated.
Action (everyone): Send relevant logos to Jo
- Need to check that school will be communicating earlier collection time/plans for children unable to be collected to parents. Jo has a message drafted if needed.
- Need to check that YDP (inflatables) have been informed of earlier start time.
- Stageworks haven't replied about doing an earlier performance at 4:15pm
Action (Holly): Check with Stageworks they are ok with earlier performance time
- No one has any knowledge of a Year 5 lemonade/cookie stall, to be checked with school.
- Floor plan of stalls to be done.
- Jo/Chloe will look in cupboard on Friday to check for raffle books/prizes/napkins etc
- Raffle draw time will need announcing, will it be before/after Stageworks performance?
- Volunteer rota to be done.

- Final advertising of fayre to be done. Include game information on poster and add note about parents bringing cash/change
- Jo will do a click and collect order next week for any other food/drinks we need.

Updates:

- Year 6 have now been told they can do stalls
- Jo has contacted all external stall holders to advise of earlier start time
- Hampers for raffle prizes have been put together
- Quite a lot of tombola items received

Future plans:

Upcoming events:

- Idea to host Xmas fayre and possibly next Summer fayre at external location to be able to host it at a weekend
- Soon after Summer fayre we will need to start requesting raffle prizes for Xmas Fayre. All local estate agents should be contacted and asked to donate cash/vouchers that can be collated into a main 1st prize