



**William Penn School**

**Parent Teacher Association**

**Registered Charity No. 1134936**

**PTA OPEN MEETING**

**Monday 10<sup>th</sup> November 2025**

**MINUTES**

**ORDINARY BUSINESS**

**1) Apologies for absence:**

Everyone present

**2) Minutes from meeting 13th September 2025 – all ok and happy. SMH emailed over to CB for website**

**3) FIREWORKS**

- Refer to Fireworks crib sheet attached

**AOB**

**Next meeting January 12<sup>th</sup> @3:30pm.**

# WP PTA EVENT CRIB SHEET

## FIREWORKS

### WHEN:

Thursday evening before Friday November INSET

Time: 6pm gates open 7pm Fireworks (12 mins)

### WHAT:

Aurora Fireworks Ltd

Tickets: £20 family ticket (or £5 child & £6 adult)

Wrist bands to be worn for entry (ticket only, no sales on the gate)

Refreshments, Food & Activities? Face painting (JT)

### PREPERATION:

Risk Assessment – no TENS needed as per email from HDC

Gas bottle (Tom Betts?)

Launch area: Neighbours field (RO)

Social Media & leaflets to local residence – awareness for pet owners

### EVENT NIGHT:

Parking (RE):

- Staff car park
- Village Hall car park
- Waterstream - 20 spaces for PTA & family cars
- NOT Selsey Arms

Announcement (CB) - Emergency assembly, First aid, toilets and lost child

Spectators' area: playground & Cadbury area for 7pm launch

Volunteers: Hi-viz (AC)

Fencing – across field for spectator area (HB)

### SET UP

Entrance	1 x table
BBQ	3 x tables
Refreshments	The Heidi (Chloe Betts) 3 x table near the staff room so urns can be used
Popcorn	1 x table
Candyfloss	1 x table
Activities	3 x tables

### QUANTITIES:

Refreshments - mulled wine (non-alcoholic)

- Tea, coffee & hot choc bought from Lidl (1 big box of tea bags, 2 x coffee and 2 x hot chocs)
- 2 x mini marshmallows
- 2 x whipped cream
- Insulated, lidded cups and spoons

Food:

- BBQ - Hot dogs (KE - Loxwood Butchers)
- Buns
- Sauces
- Napkins
- Popcorn, maker & bags (WL?)
- Candyfloss, maker & sticks (CB?)

PTA tablecloths for each table & water bucket by BBQ

Signage – prices, toilets, first aid & lost child

Floats & Card machines charged (KE)

### AMOUNT RAISED:

£ Raised : £1993.46

£ Expenses: £1733.39

£ Profit: £260.17