

Excalibur Primary School

FOE Meeting – Monday 11th November 2019 @ 5.00pm

Attendees: RC, JJ, YH, EH, GQ, SC, SP, CH, SB.

Minutes

1. Christmas Fair

- In-depth discussion was had about the stalls and the logistics of the event.
- Rob Cheadle requested information to go out to ask children to bring chocolate (KS2) and drinks (KS1).
- Discussions were had about purchasing of prizes, items, etc.
- **Action: The following was agreed to be purchased:**
 - presents for children's gift wrap
 - brown paper
 - Christmas paper
 - selection boxes
 - beer
 - mulled wine
 - mince pies
 - prizes for games (sweets and party bag fillers)
 - sweet selection to make up bags of sweets to sell
- YH explained that all receipts needed to be kept with their name and the stall for which the items have been bought.

Manning of stalls

- Teachers will run stalls in the hall.
- FOE volunteers to run kitchen, Christmas wrap and children's games in the computing suite.
- Sarah distributed Christmas Fair volunteer list to be put up in the staffroom (seven stalls to be manned by staff).
- Rob asked who was available from 1.00pm on December 6th. Volunteers put their names forward.
- Volunteers put their names forward for the afternoon of 5th December to sort chocolate and bottle tombola.

Stalls – content, location and logistics

- Discussion was had about the stalls to be included and final decisions were made.
- £4.50 for drink (mulled wine or beer), bap and mince pie. Children's version is £3.00 (with juices).
- Items to be ordered were discussed and shared with YH who will put the orders in. **Action: Rob to let YH know what needs to be ordered.**
- A school postcard will be sent to all those who donated prizes.

Locations

- Christmas wrap is in KS1 area.
- Santa in KS2 area.
- Year 6 Enterprise in Year 5 classroom.
- Vegetarian sausages to be sourced.

Raffles

- Decision to be made on the final price of raffle prizes based on the raffle prices obtained.
- All raffle prizes needed by November 22nd. **Action: all raffle prizes to be obtained by 22.11.19.**

Choir

- Choir are on for first twenty minutes, from 5.00pm.
- They will then break and then do another twenty minutes at 6.00pm.
- At 6.40pm, the raffles will be called.
- The last ten minutes will be a singalong for everybody (words on the whiteboard).

AOB:

- Questions were asked about a theatre trip – JJ explained that the theatre trip happens every other year so we will look at it again next year.
- DH, JJ and YH mentioned a plan to build a path around the perimeter of the school field. After a brief discussion, it was agreed that FOE are interested in supporting the funding of the path. More details to follow in the next few months.

Next meeting 25th November @ 5.00pm at Excalibur.