

FOE meeting minutes from 6th October 2017

Attendees: Donna Bourne, Luisa Mackey, Gail Whittingham, Gemma Quinn, Emma Hunt, Sarah Hawkesworth, Nicola Westcott-Brown, Debbie Blank, Yvonne Hilditch, Juliet Tomkinson, Gemma Richardson

Luisa Mackey

It was discussed that LM is no longer a class rep, but she still wants to be very much involved with FOE, Luisa has offered help to DB.

Disco

DB cannot make the date of the disco, to be organiser, therefore has discussed the purpose of helpers. YH and JT have offered to assist in showing helpers where to go and what to do on this occasion. DB suggested that it was self-explanatory, and helpers were there just to watch over the children.

Snacks: Crisps of a better quality, cup drinks as per for infants, juniors will get a larger drink, as it was discussed that they are thirstier. Juniors are to get a tall bottle of plain or flavoured water. The water has been sourced by Wendy Beech.

Glow sticks: DB to message Joanne Melia regards where she has previously purchased the sticks from. DB will then purchase the glow sticks for the disco.

Registration: There will be a desk at the front of the doors to take the money, a further desk will be in by reception to register the children in/out.

Bake Sale

20th October 2017

Runs smoothly, though volunteers will be needed FB posts will be put out by LM and DB to ask for help.

It was discussed that the school hall would be better for the autumn, due to weather. We will use the right-hand side as you enter the school hall, because of the football club running at the same time.

Christmas cards

Helen Hibberd has this in hand, no further help at this time is needed.

Christmas fair

1st December 2017 5pm-7pm

Secret gift wrap: **year 5** classroom. NWB is purchasing gifts for this. It was suggested that 250 gifts in total are purchased. 100 male 100 female 50 gender unrelated. It was suggested to buy chocolates as gifts LM and NWB are sourcing chocolates, and have been prompted to double check the dates.

Father Christmas

£2.50 per child with additional children £1.50 (each will get a selection box present) but only 1 photograph will be provided.

150 selection boxes to be purchased.

The nurture room will be used. It will be decorated. 2 helpers with an elf costume needed. (One helper outside the door taking money, and one helper inside with Father Christmas, and taking a Polaroid picture)

Santa is sorted!!

Magician

GW knows of a good magician who will come into school and offer magic services such as balloon making and tricks etc. He will give a percentage of his profits to FOE. GW to find out what percentage he will donate.

The magician will use **year 4** classroom.

Stalls

Memory bears

Jo Horuz crafts

Mrs McLaren Crotchet

Jewellery

Body shop

GW knows people that will come in and put out their stalls. They will be charged £15 for this privilege. It will provide a great shopping experience for the visitors. GW will contact, and liaise with DB to check they are available for the date of the Christmas fair.

The tables for the sellers will be in the school hall.

Year 6 enterprise

Year 6 know what they are doing with this, we have allocated the **year 6** classroom for it.

Games

DB, LM, NWB to check out the FOE store cupboard to see what games we have from previous fairs.

Pin the nose on Rudolph

Santa, ball throw, get the ball in the hole

Pick a lolly pop

Christmas tree card game

Once we have checked what games we already have available for use, we will liaise and DB will designate each game to a person to oversee and organise.

The games will be located in the ICT suite.

Crafts

Lots of different crafts were suggested, such as stained glass windows, plastic bauble decorating, decorate a Christmas star biscuit. The craft room will be located in **Year 3** classroom.

Cake stall

We plan to have the cake stall again, it was suggested that it would take some pressure off the kitchen. Parents/Carers to bring in their cakes on the morning of 1st December.

The Cake stall will be located in the school hall.

It was suggested that we had paper plates so that people can sit with their cakes in the hall.

Sweet jar tombola

Usually ran by Mrs Jan Weatherby. We will check with her that she wants to run this stall again. If so Year 2 will provide the jars for this stall on the non-uniform day. The Tombola's will be situated in the school hall.

Tombola's

It was suggested that a lot of year 5 & 6 now walk themselves into school, and though that it was unsafe for them to be carrying bottles on their own. So this fair we are swapping the 'fee' to:

Reception, Year 1, and Year 3 BOTTLES

Year 4, Year 5, Year 6 CHOCOLATE TREATS

Kitchen/refreshments

It was suggested that we do not offer too many different options this time. So it has been decided on Turkey & stuffing baps, Veggie Sausage baps, Sausage rolls, mince pies and mulled wine. Tea/coffee & soft drinks will be available as usual. Cheryl Finney Potts has agreed to cook the turkey for us, which is a big help, Thank you Cheryl.

If there are other suggestions on the veggie option please speak to DB who will appreciate your feedback.

All food items will be in the hall, it was thought that it would create a nice atmosphere if there were plenty of tables and chairs for parents/carers to socialise whilst eating their purchases.

GW suggested that Gill Burgess would like to come and help in the kitchen.

Raffle

GW has a letter that she will send to LH DB and YH. This letter will source prizes. She suggested that we get printed tickets, so that we can sell these beforehand, thus generating more income. There is a £25 cost for a license to sell tickets before the event.

Volunteers

DB will collate a letter to send out via parent mail for each event. There will be posts on FB.

Cleaning up

Gemma Quinn has kindly donated 10 of her cleaners to do the cleaning up after the event. We are immensely grateful, as this takes a lot of pressure off FOE. It will be nice to be able to go home at the end of the night without worrying about the cleanliness of school. Massive Thank you Gemma.

AOB

DB welcomed the new class reps, Gail Whittingham for reception, and Deborah Blank & Helen Rawlinson for year 2. Thank you to NWB who rallied our troops.

The Christmas plays/activities have been booked. It was discussed how much money FOE wanted to contribute towards these events for the children. It was thought that as FOE works towards items for the whole of school, and each child should benefit, that it would be nice to contribute **£2,763**. This will ensure that the cost to parents is minimal, as this is already an expensive time of the year.

NWB asked about a trip to Manchester Christmas markets on the coach, but FOE felt that numbers had dwindled over recent years, and that we are already providing lots to do this side of Christmas, but that it could be re considered for next year.

Trim trail. GW is collating a letter to go out to businesses asking for contributions to the children's trim trail. It is estimated to cost £7k. GW has experience of raising this kind of money before, and FOE are also off to a good start with helping to raise funds. The Trim Trail will be FOE's biggest expense. We hope to have the monies by January 2018.