Meeting 23 November 2015 – Friends of School

Present: Nicola Morrison, Iram Dinn, Maureen Fitzgerald, Sean Donnelly and Samantha Ryan

1. **Baubles –** over 240 orders made. Nicola and Iram to purchase baubles.

Bauble decorating taking place Wednesday 25 November from 9.00 am. Volunteers assisting are: Nicola, Iram, Maureen, Sam and possible Sue

1. **Sweets/Drinks for Pantomime/ Sweets for Reception visit** - Nicola & Iram organising, pantomime treats paid for in advance out of Friends of Schools funds
2. **Christmas Fair:**

Entrance Fee:  **50 per adult and entry ticket is a raffle ticket.** Additional raffles tickets to be sold at door – Sam Ryan to staff

Stalls:

* Bottle Tombola – Mr Miller and Miss Patterson *£1 for 4 tickets*
* Gift Tombola – Members of staff **(name to be confirmed)** *£1 for 4 tickets*
* Chocolate/Sweet Tombola – Member of staff **(name to be confirmed)** *£1 for 4 tickets*
* Toy Stall – Maureen and Rachel (to be located in the hall)
* Samosas & Drinks (and possibly Baubles) – Iram & Nicola *£1 samosa/50p can*
* Sweets Tables – Teaching Assistants to staff **(this needs to be confirmed)**
* Craft Table – unsure if this is happening - if it is it will have reindeer dust, hot chocolate cones, baubles and Christmas hats **Need to Find Volunteer to staff this**
* Hot Dogs - **Need to confirm who will staff this**

Activities

* Santa – in the prayer room. £1 a visit. Presents purchased by Iram (£25.21 owed to Iram) Helen being Santa’s Helper with help of head boy and head girl **(Needs to be Confirmed)**
* Balloons – Sean & Sue Donnelly – located in Hall. Price £1
* Cakes and Tea/Coffee – located in a class room. Lily May Flynn’s mum and Mia Bailey’s grandmother will staff this **Class Room to be confirmed**
* Nails, Face Paints, Tattoo – located in Library (Mrs Young & others staffing this?) £1
* Lucky Carrot Dip – Amanda to staff **(Needs to be Confirmed)**

**ACTION POINTS:**

1. **Helen making Reindeer Dust and sorting tickets for Santa and nails/tattoos – must confirm if able to be Santa’s helper**
2. **Nicola making Hot Chocolate bags and providing Hot Dogs and will confirm with Lily May Flynn’s mum and Mia Baileys grandmother that they are happy to do cakes and tea**
3. **Iram ordering drinks and samosas and bringing in tombola tickets**
4. **Mrs Young organising sweets for sweets table, hot dog buns(?), possibly mince pies from Sainsburys and entrance tickets and raffle tickets and must confirm if there will be a Craft Table**
5. **School needs to confirm with MRS YOUNG staffing matters for Tombola and sweet stall and what classroom will be made available for cakes/coffees**
6. **Amanda sorting lucky carrot dip and must confirm if staffing it during Fayre**
7. **Sam to organise a flyer advertising fair to be distributed to the children**
8. **Volunteers to help wrap Santa Presents and organise Tombola and Raffle prizes on Wednesday 2nd December 9.00 am (Nicola, Iram, Maureen, Sam will attend). Mrs Denham to send email asking for other volunteers – could she contact** Lily May Flynn’s mum and Mia Bailey’s grandmother to see if they are free
9. **School must confirm if music can be played in hall during the Fayre and whether a microphone can be made available**
10. **Mrs Denham to send text reminding parents about Cake Donations – Monday 30 November**
11. **Need to Confirm who will deal with Hot Dogs; tattoos/ nail painting and Craft Table (if there is one)**
12. **Christmas Nativity Recording:**

Discussed at last meeting. Not sure if this matter has been acted upon

1. **Petty Cash:**

Need to organise a workable petty cash system. Some volunteers are paying out for items and having to wait to be reimbursed. Ideally would want petty cash to be held at school to pay for small purchases. This would ensure quicker reimbursement and would be more time efficient for the treasurers who have to both sign cheques and withdraw money together and are not able to attend every meeting to deal with issues arising. Helen and Amanda agreed at previous meeting of November 9th to organise a small petty cash flow that would be held at school. Helen emailed on 19th November to confirm that this would be done sometime this week (week commencing November 23rd)

**Action Point: to monitor workability of Petty Cash system once it has been set up**

1. **Proceeds of Fayre:**

Need to confirm that people may take what is owed to them directly from proceeds of Christmas Fair or whether all proceeds must be banked first.

Also need to clarify the 50/50 - School Funds/ Friends of School share of proceeds.

Need to confirm whether some of the proceeds of the Fayre may be paid directly into Petty Cash Float