



Friends Meeting Minutes – 19/11/16 (Christmas Fair Planning)

Attendees: Mary Brophy, Louise Garrett, Emma Courtman, Sarah Selwood, Mike Pitt, Sirish Gurung, Maria Packham, Jemma Rudnicki, Janine Ampstead, Michelle Parfremont, Andrea Pratt, Debbie Cope, Jen Shadrach, Adele Forrest, Sarah Parker, Sarah Jones, Jessica Wills.

Apologies: Bonnie Grover, Jennie Sexton, Lucy Luscombe, Christina Flynn, Adriana Viella, Mira Percy, Fiona Feltham, Zoe Seed, Kate York, Angie Elrick, Belinda Reid.

Task/Stall	Notes	Classroom/Location	Actions/Who
Stalls For Christmas Fair are as follows:			
1. Teddy tombola	Donations of clean cuddly toys required.	Main Hall	Jen Shadrach to co-ordinate.
2. Silent auction/raffle prizes	Gifts secured so far: <ul style="list-style-type: none"> • Tandridge Golf Club - round of golf for two • Sparclean “deep clean” • Box of beef • Canapes for 10 • Hever Castle Family pass • Godstone Farm Family pass • Judith Essex School of Dancing £100 voucher • Everyman Cinema – 2 tickets • Inches Clarins Gift bag • Pizza Federicci 	Main Hall	Mike Pitt/Andrea Pratt to co-ordinate. Parents to be asked whether they are able to offer services/have any contacts for potential donations Volunteers to man the stall required/comperere to provide updates during fair.

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	<ul style="list-style-type: none"> • Boden £50 voucher • Thai Pad £50 voucher • Starmakerz – half term of classes <p>Prizes to have a reserve/starting bid.</p>		
3. Bottle tombola	MUFTI day 25/11/16 – children to wear home clothes in exchange for bringing in a bottle for tombola stall.	Main Hall	Jill Pope to co-ordinate.
4. Secret room	Small gifts required (including those suitable for men).	Angelfish	Teachers to run stall. Parents/carers to be asked for donations.
5. Sweet tombola	Jam jars filled with wrapped nut free sweets (ideally decorated e.g. with Xmas wrapping). Donations required.	Main Hall	Mary Brophy/Christina Flynn to organise and run stall. Children/parents/carers to donate filled jars.
6. Tattoos/nail painting/face painting	Supplies to be checked and supplemented as necessary.	Seahorses	Emma Cope/Sirish Gurung to organise and run (and check supplies).
7. Games room	Games to include “Bat a Rat”/bean bag target/football target.	Turtles and Whales	Sarah Jones/Kate Lloyd to organise and help run (to include organising small prizes).
8. Tree Raffle	Donations to be requested. £1 a go. Prizes to include a “free go” on other fair stalls. The Christmas tree is in the cabin cupboard. Suggested prize ratio 1 prize per 3-5 tickets.	Main Hall	Mike Pitt/Andrea Pratt to co-ordinate.
9. Second Hand Book/puzzle/toys stall	Donations of books for children and adults/puzzles and toys to be requested.	Starfish	Janine Ampstead to co-ordinate.
10. Craft Room	Suitable crafts to be organised.	Seahorses	Michelle Parfremment/Zoe Seed to co-ordinate and source supplies.
11. Cake stall	MUFTI day 02/12/16 – children to wear home clothes in exchange for	Main Hall	Emma Courtman/Sarah Selwood

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	<p>bringing in cakes for stall (homemade or bought, paper plate to be provided in advance, no mince pies).</p> <p>Suggestion made this year to sell large cakes as they come but smaller cakes individually.</p> <p>Wrapping of donations on morning of Friday 02/12/16.</p>		<p>to organise stall.</p> <p>Volunteers to help with wrapping of cakes on 02/12/16 after drop-off.</p>
<p>12. Santa's Grotto</p>	<p>There are some presents left over from last year but these will need to be supplemented (previously catered for around 200, budget £1.50 per child).</p> <p>As in previous years, entry to the Grotto will be by way of timed tickets. Last year there was a bit of a "bottle neck" and delays resulting in requests for refunds. The suggestion was made that siblings see Santa together and Santa's helper chivvies proceedings along so that there is a swift turn around. If we could use the new class room this would avoid queuing near the school entrance.</p> <p>Gift of thanks required for Father Christmas.</p>	<p>TBC</p>	<p>Ms Chaudhri has booked Father Christmas.</p> <p>Emma Courtman to decorate Grotto and check what presents are available in the shed (her daughter has kindly agreed to take on the role of Elf).</p> <p>Ms Chaudhri to enquire as to suitable gift for Father Christmas.</p>
<p>13. Lucky Dip and "Lolly Wall"</p>	<p>Small prizes need to be bought for Lucky Dip (average price 20p-30p) and wrapped (200 approx). There may be some spare prizes in the shed that can also be used.</p> <p>Lollies to be bought.</p>	<p>Main Hall</p>	<p>Louise Garrett/Adele Forrest to co-ordinate.</p>
<p>14. Hamper</p>	<p>Hamper to be raffled.</p>		<p>Teachers to organise.</p>
<p>15. Refreshments</p>	<p>Licence for mulled wine may be required.</p> <p>Coffees/Teas</p> <p>Mince pies to be bought.</p>	<p>Kitchen (provided prior consent obtained)</p>	<p>Sirish Gurung to check with Tandridge council whether a separate licence is required as she has a personal licence and will be</p>

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			<p>at the Fair. Emma Courtman/Louise Garrett to check that we can use the kitchen.</p> <p>Volunteers to man the stall required.</p>
16. Entry to Fair	<p>Tickets for entry to be sold on the door. Entrance fee - 50p per adult/children free.</p>	Foyer	Jessica Wills to organise help on the door.
17. Music	Music/PA system to be organised.		Ms Chaudhri to confirm availability of equipment.
18. Fair set up	<p>Last year set up started from 4.30pm on the Friday before the Fair once the club in the hall had finished. Those in charge of a stall are to be responsible for setting up and organising running the stall on the day. It is suggested that those running stalls arrive an hour before the start of the fair ie by 1pm.</p>		Jess Wills to provide cash floats for the stalls.
19. Clearing up	<p>Many hands make for light work!</p> <p>Tip – bring a Hoover so we are not reliant on just the one school Hoover.</p>		Volunteers required please.
20. Christmas Fair Poster/advertising	<p>In previous years posters have been sent home in book bags for children to colour in and display.</p> <p>Posters (laminated and coloured) to be displayed on community notice boards eg Morrisons/Waitrose/Community Hall.</p>		<p>Louise Garrett to check if the poster template is in Dropbox.</p> <p>Volunteer required.</p> <p>Sarah Selwood is arranging advertising in local publications.</p> <p>Emma Courtman/Louise Garrett to advertise on Oxted Facebook and Downs Way Friends Facebook</p>

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			pages.
21. Communications	Class Reps to appeal for Fair items (collection boxes to be put in foyer) and volunteers for stalls/help on day to include reminder that any offers are gratefully received, it does not have to be for the whole afternoon.		Class Reps to canvass for volunteers/donations.

AOB

Election of Roles

Chairs - Debbie Cope and Jemma Rudnicki proposed by Emma Courtman and seconded by Louise Garrett.

Many thanks to Debbie and Jemma for agreeing to take on this role and our grateful thanks to the outgoing chairs, Emma and Louise, for all their hard work.

Secretary - Mary Brophy proposed by Sarah Jones and seconded by Emma Courtman.

Treasurer – Jessica Wills has kindly agreed to take on this role (proposed by Sarah Jones and seconded by Emma Courtman). Many thanks to the outgoing Treasurer, Sarah Jones, for all her hard work.

Bank Mandate

It was resolved that the authorised signatories in the current mandate, for the accounts detailed in section 2 of the mandate, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.

The changes being to add the following new authorised signatories:

- Jessica Wills (new Treasurer)
- Debbie Cope (new Joint Chair)
- Jemma Rudnicki (new Joint Chair)

Christmas Cards – unfortunately due to the very tight deadlines for arranging this it is unlikely that we will be able to organise cards this year. Next year if we are to go ahead with Christmas cards this will need to be organised as soon as the academic year starts in September. **Mary Brophy** to enquire as to whether we can organise bags/tea towels for this year.

Disco Saturday 5 November – flyers have been prepared and are going out in book bags. **Michelle Parfremont** to buy Glowsticks. Andrea confirmed that Morrisons has kindly agreed to donate 100 hotdogs and 100 rolls. **Andrea** to liaise with Ms Chaudhri to organise a thank you card from the children. **Christina /Mary** to organise “dry bar”. DJ is booked. Volunteers required for door and teas/coffees. 1.15pm set up time proposed (**Mary** to check with Ms Chaudhri).

Friends of Downs Way School Facebook page – this has now been set up and is open to current carers/parents only.

Dropbox – **Emma/Louise** to pass on details of the new chairs to Caroline Robertson so that arrangements can be made for them to take over the administrator role.

Second hand uniform – a reminder for donations (especially cardigans) to be sent out by **Mary**.

Cinema Trip - Sarah Khosravi has made enquiries with Everyman; the cinema has capacity for 375 and costs £500 plus VAT to hire. It was agreed to postpone the cinema trip to January as there is quite a bit going on in the lead up to Christmas and finding a suitable date was proving difficult.

PTA UK membership – it was agreed that we should go ahead with this given the insurance benefits. **Debbie/Jemma** to liaise with Angie Elrick to arrange.

Next Meeting – **Thursday 10 November 2.30pm** (before pick up) in the cabin.