



Friends Meeting Minutes – 2/11/17

Attendees: Jemma Rudnicki, Mary Brophy, Fiona Feltham, Rebecca Mason, Sarah Cole, Katherine Ellis, Alex Leighton, Clare Lett

Apologies: Jessica Wills, Sarah Parker, Maria Packham, Michelle Parfremont, Sarah Hubbard, Nicky Simmons, Jen Shadrach, Andrea Pratt, Zoe Seed, Millie Anderson.

Item	Notes	Actions/Who
1. Christmas Fair Update	<p>Father Christmas</p> <ul style="list-style-type: none"> - Father Christmas is booked and the Grotto will be in Dolphins. - Emma Courtman’s daughter has kindly agreed to be the Elf again this year. - Jess had suggested an advance booking system might be a good idea this year and was going to look into a possible online booking process; alternatively we could sell tickets in advance or, as in previous years, deal with bookings on the day. - In previous years the Yr2 Christmas choir has opened the fair. <p>Set up can take place from 4.30pm on Friday 1 December (there is a club in the hall before then).</p> <p>Surrey Catering Services consent required for use of kitchen for refreshments. It was decided to not sell mulled wine this year as it wasn’t very popular last year and requires a licence.</p> <p>Advertising poster – Clare has prepared posters for the children to colour in; posters to be placed on notice boards around Oxted, eg, Morrisons, Waitrose.</p>	<p>Volunteers required to help decorate the Grotto.</p> <p>Class Reps to ask parents/carers if they are able to donate any decorations for the Grotto.</p> <p>Mary to check if we have enough presents left over from last year and supplement if necessary.</p> <p>Mary to buy gift for Father Christmas and the Elf and to check if the choir will open the fair.</p> <p>Mary to check with Ms Chaudhri what time the school will be open from on day of fair.</p> <p>Ms Chaudhri has agreed to submit application.</p> <p>Clare to organise advertising posters.</p>

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	<p>Mrs Lewis has said the fair will be advertised at St Marys.</p> <p>Silent Auction/Raffle – Andrea has done a fantastic job so far obtaining items for the silent auction and raffle. It was decided that proceeds from the auction will go towards the MUGA. A list of items will be sent out in advance of the fair to drum up interest and to enable advance bids to be submitted by those who are unable to attend on the day. Ms Chaudhri has agreed to distribute auction items after fair to successful bidders. The PA system will be available, a compere is needed! Music to be arranged.</p> <p>Bottles/cakes – these will be collected on the Mufti day that has been arranged for 1 December. Cake wrapping and labelling of tombola bottles to take place after drop off on morning of 1 December. A reminder will need to be issued emphasising that cakes must be nut free.</p> <p>Collection boxes will be placed in cabin for donations to be dropped off.</p> <p>Crafts - instead of having craft making activities on the day of the fair the idea is to try and see if children can make suitable crafts in school in advance which can then be sold at the fair.</p> <p>Stall Updates:</p> <p>Teddy Tombola/Reindeer food/"Santa Stop Here" signs/Colouring (Turtles)</p> <p>Silent Auction/Tree Raffle (Hall)</p> <p>Cakes (Hall)</p> <p>Father Christmas (Dolphins)</p> <p>Lucky Dip/Lolly Wall (tbc)</p>	<p>Class Reps to issue further plea for donations for auction and raffle.</p> <p>Mary to locate flyer used last year requesting donations/ help which can be sent out by class reps.</p> <p>Class Reps to ask for more volunteers and donations (especially sweet jars and secret room gifts).</p> <p>Mary to check we have enough cellophane and ribbons for cake wrapping as well as raffle books.</p> <p>Jess to arrange cash floats.</p> <p>Millie Anderson to help co-ordinate this with others and check with Ms Chaudhri what items the teachers would like made and who will order supplies. Class Reps to ask for volunteers to help with craft workshops.</p> <p>Zoe/Jen to co-ordinate.</p> <p>Andrea to co-ordinate.</p> <p>Sarah Parker to co-ordinate.</p> <p>Jemma to co-ordinate.</p> <p>Fiona to co-ordinate.</p>

Item	Notes	Actions/Who
	<p>Hamper (Hall)</p> <p>Refreshments (Hall)</p> <p>Bottle Tombola (Hall)</p> <p>Sweet Tombola (Hall)</p> <p>Entry to Fair (Reception)</p>	<p>Teachers to co-ordinate.</p> <p>Angelfish Reps to organise.</p> <p>Volunteers required to co-ordinate.</p> <p>Mary and Christina to co-ordinate.</p> <p>Jess to co-ordinate.</p>
<p>2. Christmas mugs/cards</p>	<p>Mugs/cards will be ordered through Rudolph Cards. The children have prepared their pictures which will be distributed in book bags by the end of the week with the order form. Orders need to be returned by the morning of Friday 10 November as there are strict printing deadlines; no late orders can be accepted.</p>	<p>Mary to organise.</p>
<p>3. Cinema Trip</p>	<p>Zoe is looking into hiring the cinema for a date in January; there will be 3 screens and the largest seats 150. The suggestion is that we book the big screen and limit tickets to Downs Way pupils this year.</p>	<p>Zoe and Sarah Parker to organise.</p>
<p>4. "Bag2School" Clothing Collection</p>	<p>This has been tentatively booked for 23 February 2018 after half term (the earlier date of 23 November was discounted as too much going on around that time).</p>	<p>Christina to arrange.</p>

Date of next meeting – Wednesday 22 November 2017, 8 pm at The Old Bell, Old Oxted.