

Burdett-Coutts CE Primary School



Summer Fair Planning Meeting 7th June 2016

**Minutes of Friends of Burdett-Coutts Coffee Morning
Tuesday 7th June 2016 @ 9am in the Ground Floor Hall**

Attendees:

In attendance were **Nadia Marhri, Reena Life, Rachida El Mamoun, Patricia Kane, Arlene Hamilton, Alison Seedat, Eva and Narissa Bowles. Mrs Dyer, Ms Lavinia & Ms Karen** attended in representation of the school.

Maureen Salinogan, Nadine De Keyser and Sandra Brightwell sent their apologies.

Minutes taken by **Narissa Bowles**

1. Matters arising

Completed Actions.

- Leaflets publicising the days of the Summer Fair planning meetings have been handed out this week and will continue to be handed out. Text will continue to be sent out to remind parents when to attend the meetings/coffee mornings.
- Letters to parents have gone home asking for donations of items for the raffle.
- Raffle tickets have been ordered and a drink licence applied for.
- The minutes of previous meetings are all on the website

2. Upcoming fundraising event: [The Burdett-Coutts Summer Fair \(12-3pm Saturday 9th July 2016\)](#)

Purpose: This was a follow up meeting to touch base on where things stand in terms of the preparation for the summer fair.

3. Improvements/Suggestions

Parents were asked for further suggestions or improvements that they would like to see at this year's fair. Once again, the danger of allergies was reiterated (at a parent's request). A letter has gone home to all parents stating that there are to be no nuts, almonds or coconut. Also, gelatine should not be used or present in any foods/sweets.

4. NEW Actions

4.1 Promoting the fair:

- A separate flyer and banner has been created to publicise the day of the fair itself. These will be printed and ready for the next meeting on the 16th of June. The flyers will be handed out by members of the PTA and the posters will be placed around the community and displayed in the shops.

4.2 Relating to the organisation/delegation of tasks

Arlene had donated a set of Dr Beats headphones for the raffle. She will also look at obtaining a large soft toy for the 'Name the Bear' game.

Nadia will start to compile an on the day volunteers list

Reena to coordinate face painting designs ready for the next meeting and will speak to Lucy Roberts
Parents were encouraged to ask around businesses for donations for the raffle – Reena and Alison to lead on this.

Narissa will contact Starbucks to ask for donations of coffee.

Reena confirmed that K2K dancers will be doing a dance presentation. Mrs Dyer would speak to Mr Carden.

Future meetings: The next meeting will be on Tuesday 16th of June

It was agreed that the dates for the summer fair planning coffee mornings will also serve as Friends of Burdett-Coutts meetings. Having the meetings on different dates will ensure that parents with different time/work commitments will be able to attend.