

# Burdett-Coutts CE Primary School



## Summer Fair Planning Meeting 16<sup>th</sup> June 2016

### **Minutes of Friends of Burdett-Coutts Coffee Morning Thursday 16th June 2016 @ 9am in the Ground Floor Hall**

#### **Attendees:**

In attendance were **Nadia Marhri, Nadine De Keyser, Sandra Brightwell, Rachida El Mamoun, Valcie, Mahbuba, Alison Seedat and Narissa Bowles. Kathie Manuel and Neil Cressy** attended in representation of the school. **Arlene Hamilton and Reena Life** sent their apologies.

#### **1. Matters arising**

##### **Completed Actions.**

- Posters/Flyers for the summer fair have been designed and ordered.
- Nadia has amassed a list of volunteers to help out on the day of the fair. She will continue to update this in the coming weeks.
- Narissa has contacted Starbucks and will revert once she receives confirmation
- The Friends of Burdett-Coutts PTA membership has been renewed online and the new charity application has been submitted and is currently being processed.
- Mahbuba's daughter has confirmed that she will be happy to do henna on the day.
- Narissa confirmed that a new application had been submitted to the Charities Commission and a decision should be forthcoming soon. The elected trustees are Nadia Marhri (Chair), Reena Life (Vice-Chair), Alison Seedat (Secretary), Narissa Bowles (Co-Treasurer) and Neil Cressy (Co-Treasurer).

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

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

#### **3. Actions**

##### **3.1 Tombola donations:**

- Sandra and Nadine suggested that the tombola letter to parents be sent out again as a reminder. Kathie will look into this. It was also suggested that reminder texts about these items be sent out as well to encourage donations.

##### **3.2 Relating to the organisation/delegation of tasks**

- Reena and Alison will put together a list of local businesses to ask for donations for the raffle. They will liaise with Jackie and Lavinia in the office to confirm which business have already been contacted to avoid duplication.
- Nadine would like to know if she could have the use of the staff room oven on Friday afternoon to bake cakes. She has also asked for donations of individually wrapped sweets/crisps in order to be able to make sweet bags.
- Valcie has asked if it was possible to put on a BBQ which she was happy to man/run. She has all the relevant equipment – Narissa will speak to Mrs Dyer to confirm if this was possible.
- A suggestion was made about having a special Summer Fair newsletter – Narissa will speak to Mrs Dyer about this.

Minutes taken by **Narissa Bowles** - The next meeting will be on **Monday 20<sup>th</sup> of June**