

# Burdett-Coutts CE Primary School

Christmas Fair Planning Meeting 17<sup>th</sup> October 2016



**Minutes of Friends of Burdett-Coutts Coffee Morning  
Monday 17th October 2016 @ 9am in the Ground Floor Hall**

## **Attendees:**

In attendance were **Mehret Yacob, Eman Ali, Nadia Marhri, Shelley Morgan, Adlyn Barrett, Nadine De Keyser, Patricia Kane, Sandra Brightwell, Rachida El Mamoun, Arlene Hamilton, Alison Seedat** and **Narissa Bowles**. **R Dyer, J Parfitt** and **L Deary** attended in representation of the school.

## **Upcoming fundraising event:**

[The Burdett-Coutts Christmas Fair \(3.30 - 5pm Friday 9<sup>th</sup> December 2016\)](#)

**Purpose:** This was a meeting in preparation for the Christmas fair.

## **Stalls**

It was agreed we would like to have the following stalls

- Cake table
- Sweets table
- Coffee
- Bric a brac etc
- Santa's grotto
- Face painting and Henna
- Children's tombola

## **Food and drink**

- Burgers and hot dogs – we will ask for donations, for shortfall Nadine could buy from the fish and chip shop. We will have use of the kitchen, the burgers and hot dogs are halal. For donated burgers – can be stored in the school freezer.
- Burger buns could also be bought from fish and chip shop – no sesame seeds, only plain.
- Other hot food – cheese pastry rolls, samosas, mince pies, mini pizzas
- Alcohol cannot be sold as we do not have a license, could possibly have warm non alcoholic equivalent to mulled wine.
- Coffee – ask Starbucks
- juices

## **Money or tokens**

We will use money instead of tokens.

## **Raffle**

Narissa and Arlene have very kindly offered to make donations. Narissa will donate £150 cash for first prize, Arlene will donate £50 John Lewis voucher and a bottle of Champagne.

Donations to be given to the office.

## **Bouncy castle**

Trustees have generously offered to pay for this. In operation will be the same system as at the Summer Fair i.e. ks1 and ks2 not at same time.

**Santa's grotto**

Lucky dip prizes will order from Baker Ross through the school. It was noted that balloons are too much work to blow up so won't be ordered this year.

**Decorations**

Caroline has some from previous years and she will also get Club children to make decorations. Nadine will also make decorations.

**Music**

Mr Martin to provide DJ services  
Mr Carden – will the choir sing?

**Volunteers:**

Everyone at the meeting will help on the day  
Patricia can come later and help clear up  
Adlyn can come earlier to help setup  
Pete and Narissa - raffle donation, donate drinks.  
Arlene – raffle donation  
Rachida – will put together sweet bags  
Alison – will donate juice / drinks / crisps  
Mheret – will make samosas  
Miss Caroline & Steve – will make mini pizza, cheese sausage rolls

**Requested:**

Candles for Miss Caroline to make decorations  
Sweets and Crisps – for Rachida /Nadine to make sweet bags  
Mince pies  
Hamburgers / hot dogs – preferably halal  
Wrapping paper for decorating the tables

**Actions:**

Nadia to check whether she can find someone who will do Henna;  
Nadia to check whether Reena can do face painting/or Mia's cousin? (In Ms Dyer's notes)  
Craft table with Snowmen? Nadine to liaise with Miss Henning to avoid duplication.  
Miss Dyer to send out letter to parents asking for donations – toys in good condition, different items for different years.  
Alison will ask local Sainsbury's manager if they would make a donation e.g. vouchers.  
Alison will draw up a letter for anyone to take to ask for donations that has our charity number on it.  
Everyone start bringing candles for Miss Caroline

**AOB:**

Can we ask Mr Carden / choir to sing carols – good for atmosphere?  
Will we do hot chocolate (instant, hot water from urn, cream and sprinkles), or is there anyone who would donate hot chocolate like Starbucks?

Next meeting set for Monday 17th November

Minutes taken by **Alison Seedat**