

Burdett-Coutts CE Primary School

Christmas Fair Planning Meeting 17th November 2016



Minutes of Friends of Burdett-Coutts Coffee Morning Monday 17th November 2016 @ 9am in the Library

Attendees:

In attendance were **Nadine De Keyser, Ying Timothy, Sandra Brightwell, Patricia Kane, 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 \(3.30 - 5pm Friday 9th December 2016\)](#)

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

Ms Dyer distributed the updated actions list following the last meeting.

Face painting:

A company called Neverland will be doing it and a queuing/numbering system will be in place. Lavinia to ask Ms Camplin if she will supervise the queue

Kitchen:

Ms Dyer will ask Madge if she will stay later so she is there while her kitchen is used and she'll speak to Miss Caroline about food. Ying has offered to bring noodles.

Christmas crafts:

Nadine has made a lot of Christmas crafts to sell. She has asked for plastic bottles. Lavinia will ask the staff for donations.

Ms Caroline also to make decorations to sell and has many Christmas trees to decorate the hall

Baker Ross:

The school has already ordered stuff from Baker Ross.

AOB:

The raffle tickets have been ordered

K2K Stars have donated a 6 week course of lessons as a prize.

Nadine has offered to run a snowman making craft stall

Next meeting set for Wednesday 30th November

Minutes taken by **Alison Seedat**