

# Burdett-Coutts CE Primary School



## Summer Fair Planning Meeting 20<sup>th</sup> May 2016

### **Abbreviated Minutes of Friends of Burdett Coutts Meeting/Coffee Morning Thursday 20<sup>th</sup> May 2016 @ 9am in the Ground Floor Hall**

#### **Attendees:**

In attendance was Arlene Hamilton, Reena Life, Stewart Morgan, Alison Seedat, Rachida El Mamoun and Narissa Bowles. Mrs Dyer, Ms Lavinia & Ms Karen attended in representation of the school. Maureen Salinogan, Nadia Marhri, and Nadine De Keyser sent their apologies.

Minutes taken by Mrs Dyer.

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

N/A

#### **2. Update on charity status**

Following a request to resubmit forms from the Charities Commission, Narissa is in the process of reapplying for the charitable status.

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

Parents and school staff met to plan the summer fair. Using Caroline's checklist, jobs were allocated and offers of help included:

**Sandra: helping with the cakes stand**

**Sana: Face painting**

**Rachida: tuna & cheese sandwiches, drinks and sweets**

**Stewart: helping with setting up**

**Reena Life: face painting**

**Narissa & Pete: drinks and anything that is needed on the day**

**Mahuba: Indian food (samosas vegetarian & meat; pakora; chicken & vegetable curry, rice & salads)**

**Sanjidah: henna decorating**

**Alison: preparations before the day**

**Arlene: is happy to run any stall**

As the Friends of Burdett-Coutts is formed as a charity it was noted that receipts cannot be submitted and that all donations are purely voluntary. All staff and parents are aware that as some of our pupils and staff have allergies, we cannot allow any foods containing the following products on our school site: Nuts: hazelnuts; peanuts; cashews; walnuts et, Almonds and Coconut

#### **4. Improvements**

Last year we had such a fantastic fair and we reflected on how we could make this year's fair even better. Points raised included:

- Having timed tickets for face painting and moving the face painting stall into the hall.
- More seating outside to encourage people to sit outside and not to congest the hall
- Separate times for the older and younger children to use the bouncy castle.
- To improve communication so that parents know what is happening

## **5. Actions**

### **5.1 Improving communication about the fair:**

Narissa will create a summer fair flyer to publicise the fair. She will liaise with Reena and organise groups of parents to post flyers through the letterboxes of local residents and also display the flyers in local shops.

There will be a weekly coffee morning so that everyone is updated and informed about donations: what we have and what we need. The coffee mornings will be held at **9am in the ground floor hall** on:

- **Tuesday 7<sup>th</sup> June**
- **Thursday 16<sup>th</sup> June**
- **Monday 20<sup>th</sup> June**
- **Wednesday 29<sup>th</sup> June**
- **Tuesday 5<sup>th</sup> July**

Mrs Dyer and Karen will send out reminder texts about the meetings twice a week. Mrs Dyer will also write a disclaimer for the henna stall and Miss Polly will work on labels for the stalls.

### **5.2 Relating to the organisation/delegation of tasks:**

- Staff will be assigned a stall to man on the day.
- Pete to liaise with the horticultural hall to hire the tables required.
- Caroline to contact the bouncy castle company and to display a list of donations required.
- Narissa to upload minutes of the *Friends of Burdett-Coutts* meetings on the school website.
- Narissa to email the planning meeting minutes and summer fair paperwork to the *Friends of Burdett-Coutts* group (to have a copy of)
- Mrs Dyer to ask staff if they want a wet sponge stall and to ask Tom about 'Beat the Goalie'.

### **Future meetings:**

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.