

# Burdett-Coutts CE Primary School



## Summer Fair Planning Meeting 24<sup>th</sup> May 2016

### **Minutes of Friends of Burdett-Coutts Coffee Morning Tuesday 24<sup>th</sup> May 2016 @ 9am in the Ground Floor Hall**

#### **Attendees:**

In attendance were **Nadia Marhri, Reena Life, Sandra Brightwell, Rachida El Mamoun, Nadine De Keyser, Patricia Kane, Kadra Ahmed, Eman Ali, Memet Yacob, Senya Huseine, Regis Lawrence, Liya Geberhiwet and Narissa Bowles. Mrs Dyer, Ms Lavinia & Ms Karen** attended in representation of the school.

**Maureen Salinogan, Arlene Hamilton and Alison Seedat** sent their apologies.

Minutes taken by **Narissa Bowles**

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

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

- A handout has been created to publicise the days of the Summer Fair planning meetings. Parents handed out the leaflets at the gates this morning.
- Texts were sent out to remind parents when to attend the meeting.
- Staff have been assigned stalls.
- Pete has spoken with the horticultural hall to loan the tables
- Narissa has uploaded the minutes on the website

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

**Purpose.** It was explained that this was the first of a series of coffee mornings/meetings to discuss the preparations for the school's summer fair. Parents and school staff had met on the 20<sup>th</sup> of May to begin planning and it was suggested that having a series of coffee mornings at different days each week would enable more parents to be involved.

**Approval of the minutes.** The minutes of the meeting on the 20<sup>th</sup> of May along with a checklist/appendix of confirmed offers of help/donations for the Summer Fair were presented.

Parents were encouraged to speak to Jackie or Karen at the office to confirm their involvement so that their names can be added to the list.

**Today's task.** Parents were very helpful and worked brilliantly together to address the envelopes of the donation letters and Sandra Brightwell offered to approach local businesses for donations- Mrs Dyer was extremely grateful!

#### **3. Improvements/Suggestions**

Parents were asked for further suggestions or improvements that they would like to see at this year's fair. These included:

- Reiterating the danger of allergies – no nuts, almonds or coconut.
- Ensuring that no gelatine is used/present in any food/sweets etc
- Easing congestion at popular stalls like face painting
- Involving the older children in helping to run/man stalls

One parent had suggested the idea of hair plaiting/braiding on the day – it was thought this could be run alongside the henna stall.

#### **4. NEW Actions**

##### **4.1 Communication about the fair:**

- A separate flyer and banner will be created to publicise the day of the fair itself. Once printed, this will be posted around the community and displayed in the shops. This will be done after the half term break.

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

- Mrs Dyer will explore the idea of the older children helping to run/man stalls
- Mrs Dyer has spoken to Tom and he's happy to run the 'Beat the Goalie' stall. Parents were also asked to help out here if possible.
- Karen and Mrs Dyer to publicise the total amount raised at the Christmas Fair to the parent body via the newsletter.
- 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).

##### **Future meetings: The next meeting will be on Tuesday 7<sup>th</sup> 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.