

Burdett-Coutts CE Primary School

Christmas Fair Planning Meeting 30th November 2016



Minutes of Friends of Burdett-Coutts Coffee Morning Wednesday 30th November 2016 @ 9am in the staffroom

Attendees:

In attendance were **Mehret Yacob, Eman Ali, Nadia Marhri, Shelley Morgan, Adlyn Barrett, Nadine De Keyser, Patricia Kane, Reena Life, 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 \(3.30 - 5pm Friday 9th December 2016\)](#)

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

Matters arising

Ms Dyer has allocated staff and volunteers to stalls

Arlene will help with Christmas decorations or bric-a-brac stall

Other volunteers will be available to help out at the stalls as needed

A list of names was taken of volunteers who will be there at 2.30 to help set up everything and help on the stalls

Note:

we won't be running any games

we will sort the bric a brac on the day into tables e.g. £1 table, £2 etc.

we will decorate the tables with wrapping paper - Arlene will get some at poundshop

Steve and Caroline will do food - hot dogs (halal and veg)

Drinks/tea & coffee will be available and Alison will make hot chocolate with marshmallows/cream

Nadine will need help getting cakes etc to the fair

Narissa will organise a car to collect Starbucks and can pass by Nadine to collect cakes

Santa grotto prizes ordered

Sainsburys offered to donate cash or vouchers - voted for vouchers for Tombola

Sandra suggested Christmas jumper type day for kids with donations going to the Friends of Burdett-Coutts. Ms Dyer agreed

Raffle tickets and newsletter going out in coming week.

Daily texts will be sent to parents in week running up to the fair

Minutes taken by **Alison Seedat**