

Burdett-Coutts CE Primary School

Friends of Burdett-Coutts Meeting 02nd Nov 2017



Abbreviated Minutes of Friends of Burdett Coutts meeting on Thursday 2nd November 2017 @ 9am in the Ground Floor Hall

Attendees:

Representing the school: Mrs Dyer, Mrs Deary, Ms Parfitt and Mrs McMullan

Agenda:

First planning meeting of the school's Christmas Fair to be held on the 8th of December 2017

Minutes:

The following was agreed:

- the format for the class donation letter to parents.
- that Mrs McMullan will be conducting the choir as Mr Carden is unable to attend the Christmas Fair.
- the date of the Christmas Sparkle day - Thursday 7th December.
- to sell fizzy drinks as well as juices.
- that Caroline will buy hot dogs (vegetarian and halal).
- that Lavinia will contact Neverland about attending to do the face painting.
- that Narissa will contact Starbucks about the 'hot drinks' stall.

Thank you to Narissa for donating a monetary prize for the raffle.

Agenda for the next meeting:

- The layout of the fair
- Raffle prizes
- Forming a team of parents to distribute the raffle prize donations letters.

Future Christmas Fair planning meetings:

- Wednesday 8th November – 9am
- Friday 17th November – 2.45pm
- Wednesday 22nd November – 9am
- Tuesday 28th November – 2.45pm
- Monday 4th December – 9am

Meeting minutes prepared by Mrs Dyer.