

Burdett-Coutts CE Primary School



Summer Fair Planning Meeting 26th April 2017

Minutes of Friends of Burdett-Coutts Coffee Morning
Wednesday 26th April 2017 @ 9am in the Ground Floor Hall

Attendees:

In attendance were **Nadine De Keyser, Sandra Brightwell, Rachida El Mamoun, Arlene Hamilton, Alison Seedat** and **Narissa Bowles**. **R Dyer, K Baker** and **L Deary** attended in representation of the school.

Upcoming fundraising event:

[International Evening \(Friday 19th May 5 – 7pm\)](#) and [The Burdett-Coutts Summer Fair \(12 – 3.30pm Saturday 8th July\)](#)

Purpose: This was an initial planning meeting to discuss preparations for the International Evening and the Summer Fair.

International evening: Friday 19th May

- Nadine suggested having a **fashion show** with a participant from each year group. A list of countries of our school or each year class picks 3 countries. Ms Dyer will discuss this with teachers.
- **Performances on the day** include: recital by the school choir, Irish dancers, poetry reading, African drummers. This would be arranged by the school.
- **Food:** Everyone would be asked to bring a dish to share – no food will be sold.
- **Allergies** will be highlighted. No nuts - hazelnuts; peanuts; cashews; walnuts; almonds or coconut.

Summer Fair: Saturday July 8th

There was a discussion about the upcoming Summer Fair and what worked from last year's fair.

- **Facepaint** – it was agreed that the same people would be hired as the last time. The school will organise this.
- Karen will apply for **alcohol license**
- Ms Dyer took down a **list of names** and who will help which each stall
- **Hot food** - Ms Dyer will consult with Steve and Caroline about possibly having a barbecue
- Nadine will ask her local chip shop if they would be willing to **donate food for barbecue**. Also suggested was asking Greycoat Hospital if we could borrow their barbecue?
- Narissa will speak to **Starbucks** to ask them to run a stall as they did last year.
- It was noted that greater quantities of ice will have to be ordered
- **Raffle** - Narissa will donate £100 for raffle prize
- Mrs Dyer asked for volunteers to put letters in envelopes for donation requests – date TBC
- Karen will look into info from last fair as to what makes profit to assess which stalls are worthwhile having this year e.g. plant stall
- Lavinia will check with **Barclays** if they will match funds raised
- **Tombola letters** - same as last year
- **Bouncy castle** – system used last year – having different times for KS1 & KS2 worked really well.
- Narissa and Alison will do **Sainsbury's** orders closer to the date: drinks, crisps, sweets etc

The next meeting will be on Tuesday 16th May.

Minutes taken by **Alison Seedat**