

Burdett-Coutts CE Primary School

Friends of Burdett-Coutts Meeting 5th March 2018



Abbreviated Minutes of Friends of Burdett Coutts meeting on Monday 5th March 2018 @ 9am in the Ground Floor Hall

Attendees:

In attendance: Nadine, Rachida, Alison, Ying, Emma, Adlyn and Grace

Representing the school were Mrs Dyer and Ms Caroline

Agenda:

First planning meeting of the school's Summer Fair to be held on the 23rd of June

Donations

- Ms Dyer will prepare a generic letter and copies for local businesses asking for donations.
- Volunteer FoBC members to collect from office Monday 12th March to hand out to local businesses.
- FoBC to let Ms Dyer know which businesses have been asked.

It was noted that there is a list of businesses written to last year, with other companies e.g. Lego store, all cinemas, etc to be added to this list.

Publicity

- Posters - Ms Dyer will ask Narissa to produce poster and flyer
- FoBC to distribute these in a wider area/further out e.g. Churchill Gardens
- Ms Caroline will contact the local newspaper
- Suggested about a small parade around Vincent square on the morning?
- Stalls to be located outside if good weather permits.

Stalls

- Plants – suggested ideas: donations from horticultural society/ children grow plants /plant competition?
- Bouncy castle
- Face painting
- Hook a duck
- Throw the hoop - Baker Ross
- Beanbag /tins game
- Photo booth/ picture frame /cut-outs

Music/ Entertainment

- Mr Martin to DJ
- K2K dance performance
- Steel pan drums – ask local secondary schools?

Food / drinks

- Barbecue - Nadine, Alison, Ying and FoBC to run the barbecue serving halal burgers and hot dogs
- Curry & Chips - Ms Caroline & Rachida to run. Sold at 50p per portion

- Sandwiches but not too many as before
- Ice cream
- Drinks – cold & hot drinks
- Cake stall - Sandra to help. Need to ask parents to make whole cakes to sell
- Starbucks have moved but Narissa has contact details

Meetings

- Monthly meetings for now with the next meeting Monday 22nd April
- From 4th June, meetings will be weekly

Actions

- Ms Dyer to ask Narissa to make poster
- Ms Dyer write generic donation letter
- FoBC collect letter from office from Monday 12th March and ask local businesses for donations, and let school know who has been asked
- Nadine to ask Greycoat for barbecue and Bain Marie
- Ms Caroline to ask Penelope if she could paint something for photo booth
- Ms Dyer will ask Alice about plants/ kids growing flowers
- Emma and Rachida to ask Pimlico academy if their steel drum group could play short set, Nadine to ask Greycoats the same

Meeting minutes prepared by Alison Seedat, Secretary of Friends of Burdett-Coutts