

Burdett-Coutts CE Primary School

Friends of Burdett-Coutts Meeting 5th June 2018



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

Attendees: Rachida, Alison, Grace, Sandra

Representing the school: S. Lee, L. Deary, J. Parfitt & C. Hall

Agenda:

Planning meeting of the school's Summer Fair to be held on the 23rd of June 2018

Minutes:

Donations:

We really need donations from the parents – bric a brac, toys, tombola, etc. very little has been brought in so far.

Action: Office to send out reminder text to parents that we can start bringing in donations and repeat info in the next newsletter.

Raffle prizes

- Ms Jackie has ordered the raffle tickets
- No more news on donations
- First prize £100 cash (from school/ FBC)
- Westminster college – maybe donate a cake – Ms Caroline to ask
- Rachida – local florist might donate flower arrangement
- Nadine will put together a bath hamper
- We could do a food hamper if get food donations
- We still need parents to go around to shops asking for donations.

Publicity

The posters are in the office, we need to start putting the posters up.

Action: We need parents to take posters and put them up in local shops, buildings, etc.

Bouncy castle

Ms Caroline is getting more quotes for bouncy castle x 2 (because we don't need a merry go round)

Stalls

- Plants: Ms Caroline can buy a few trays of plants if needed; there are some plants at school – need to assess if they are ok to sell.
- Sweets: Grace will make sweet bags – but we need donations of sweets.
- Cakes: Nadine will make cupcakes, if any other parents can also make whole cakes to sell we would be very grateful;
- Games
 - Prizes need to be bought for games –
 - Name the bear – Alison will donate a bear

- Spot the ball, tin can alley, roll the 10p, children's tombola – office will order these (Baker Ross, Ms Jackie – small items like pencils, etc.)

Food

- Rachida offered to make some tuna pies, samosas, etc.
- Barbecue – Nadine has ordered the halal burgers, looking into getting vegetarian sausages, and will do some chicken skewers. Alison will donate charcoal / firelighters. Sainsburys will donate rolls for the burgers (we need to send a thank you note so they can send to head office).
- Ms Caroline – chicken curry and chips
- Alison will make some fruit skewers

Action: Nadine will ask Nesbitts if they would donate paper plates etc and let Ms Jackie know the outcome, so she knows whether to order them.

Future Summer Fair planning meetings (all @ 9am)

- Wednesday 13th June
- Thursday 20th June

Meeting minutes prepared by Alison.