

Burdett-Coutts CE Primary School

Friends of Burdett-Coutts Meeting 13th June 2018



Abbreviated Minutes of Friends of Burdett Coutts meeting on Wednesday 13th June 2018 @ 9am in the Ground Floor Hall

Attendees: Nadine, Rachida, Alison, Sandra

Representing the school: Mrs Dyer, 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:

Ms Dyer welcomed Sandra back after her illness, we are all glad to have her back. At this meeting we will spend some time sorting out the donations to see what we still need.

Raffle prizes

- Chelsea football club have donated a £50 voucher for their football academy
- Snappy snaps - photo frame
- Nadine has a completely new oven*
- Nadine has got donation of lunch for 2 at a local restaurant, and is following up various other donations
- Raffle tickets have arrived and will be sent out soon

***ACTION: We need to check if we can include it in raffle or if it needs safety certificate**

Stalls

- Prizes for games - Ms Jackie has ordered them from Baker Ross - Ms Jackie will order the prizes for the children's tombola
- We have a large dog and a teddy for name the teddy
- Ms Jackie has arranged for 2 bouncy castles - they cost much less than merry go round and will have less queuing with 2
- Plants - Ms Caroline will buy a tray of plants - pricing is important though - we need to make sure that we put price stickers on so don't make a loss on them.
- We have had good donations of sweets - Grace and Nadine will make sweet bags

ACTION: We still need donations for tombola, bric a brac, etc. as well as if anyone can make whole cakes to sell

ACTION: School will send out texts. Teachers are giving out house points if children bring in donations.

Food

- Barbecue - Nadine has ordered burgers and is sourcing veg sausages. Last year she used online shopping discount, will try to do same.
- Sainsburys will donate rolls, we have charcoal
- Sandwiches - Pret will donate sandwiches, we need to collect them at closing time on Friday. We won't make sandwiches if we get these.
- Paper plates - we have some donated, Nadine to let Ms Jackie know if we need more.
- Drinks - we have some donations and Alison will donate soft drinks (Sainsburys order)

- Ice pops - Alison will donate
- Starbucks?

Publicity

ACTION: We need parents to put posters up - posters are available at the office

Costs so far

- bouncy castles £395
- Children's game prizes £75
- Children's tombola £90
- £100 for raffle first prize
- Raffle ticket printing,

Future Summer Fair planning meetings (@ 9am)

- Thursday 20th June

Meeting minutes prepared by Alison.