

# Burdett-Coutts CE Primary School

## Friends of Burdett-Coutts Meeting 24<sup>th</sup> September 2018



### Abbreviated Minutes of Friends of Burdett Coutts meeting on Monday 24<sup>th</sup> September 2018

**Attendees:** Sisan, Khatom, Naki, Adlyn, Reena, Sandra, Nadine, Rachida, Grace, Alison  
**Representing the school:** Mrs Dyer & J. Parfitt

#### Agenda:

- Election of Chair, Deputy and Secretary for 18/19
- Dates for future meetings
- Christmas Fair
- AOB

#### Election of Chair, Deputy and Secretary for 2018/2019

Nominations were received and after voting, the following positions were upheld:

Chair – Rachida

Deputy Chair – Sandra

Secretary – Alison

#### Dates for future meetings:

It was agreed that meetings will be held on the following dates. The agenda item would primarily be the planning of the upcoming Christmas Fair:

- Friday 5<sup>th</sup> October 3 pm
- Monday 15<sup>th</sup> October 9.10 am
- Monday 29<sup>th</sup> October 9.10 am
- Friday 9<sup>th</sup> November 3 pm
- Monday 19<sup>th</sup> November 9.10 am
- Monday 26<sup>th</sup> November 9.10 am

#### Burdett-Coutts Christmas fair

- Will be held on Friday 30<sup>th</sup> November.
- Father Christmas and Elves confirmed.
- Stall suggestions
- Starbucks – Alison to email them
- Hot chocolate
- Photo booth?
- Santa's grotto – prizes – Nadine has some crafts she has made, we need to look what is left from last year too, whether we need to get additional ones.
- Games – last year – pin the tail on the reindeer
- Bouncy castle – fine if indoor – space? Snow globe. Cost? Possibly not enough time to make it worthwhile.
- Facepainting – ask parents to do it this year
- Toys, bric a brac
- Food - to be decided – we can use the kitchen.
- No tombola
- Music – Mr Martin or Stuart – he has own equipment etc.
- Choir – Mr Carden is very busy at that time of year so might not be possible

**Donations**

We have info on which organisations donated last time

Parents need to ask for donations – further than just local, and chains – always need to phone head office.

**Other**

Christmas sparkle day

Consider using some of FBC funds towards paying for some things

Consider offering parents option of making a cash donation instead of donating items if they prefer

Parents will be needed to run the stalls

**AOB:**

Next meeting 5th October

Fair layout

Letter to parents

Meeting minutes prepared by Alison