

Burdett-Coutts CE Primary School

Friends of Burdett-Coutts Meeting 5th October 2018



Abbreviated Minutes of Friends of Burdett Coutts meeting on Friday 5th October 2018

Attendees: Grace, Sandra, Nadine

Representing the school: Mrs Dyer

Agenda:

Planning meeting of the school's Christmas Fair (30th November 2018)

Minutes:

Santa's gifts

Nadine asked for the number of girls and boys on roll so that they could buy a range of gifts on behalf of Father Christmas.

Action: Sandra and Nadine to visit school on Monday 8th October at 2.30pm and look through the leftover stock from the previous summer 2018 and Christmas 2017 fairs.

Sainsbury's

Sandra asked about the school's relationship with Sainsbury's and whether they donate according to the school's need. Nadine and Sandra suggested that we ask for:

- Champagne (for the raffle)
- Sausages (vegetarian and meat)
- Frozen chips
- Rolls

Action: Mrs Dyer, Karen and Caroline to ask the manager for the items listed above.

Food and drink items

It was agreed to assess what else was needed on Monday 26th November and to use the Friends of Burdett-Coutts funds to supplement the drinks and food on sale at the fair.

Tickets

Sandra thought that we should distribute the raffle tickets earlier than usual to maximise profit and interest.

Action: Mrs Dyer to ensure that the tickets are ordered on Wednesday 10th October with Jackie.

Letter to parents re: Chocolate Tombola

Nadine and Sandra asked for the donation letter to be amended to reflect the discussion with Rachida about having a chocolate tombola: this was apparently a great money earner at Grey Coat Hospital School.

Staff support

It was noted that although the parents are in charge of the Christmas Fair that they need and would gladly welcome, staff support. Mrs Dyer explained that in previous years that the staff had helped because one of their INSET days had been designated as a community support

day. In most schools, the PSA / Friends group run the fair independently and in the last academic year, the parents said that they wanted to run the fair independently.

As a consequence, the staff training days for 2018-2019 have been organised in a different way and no days are allocated for community support. This cannot be changed. However, Mrs Dyer promised to ask staff.

Action: Mrs Dyer to ask for staff volunteers and report back at the next meeting.

Next meeting: 9.10am Monday 15th October 2018

Dates of future meetings

Monday 15th October	9.10am
Monday 29th October	9.10am
Friday 9th November	3pm
Monday 19th November	9.10am
Monday 26th November	9.10am

Meeting minutes prepared by Mrs Dyer