

# Burdett-Coutts CE Primary School

## Friends of Burdett-Coutts Meeting 19<sup>th</sup> April 2018



### Abbreviated Minutes of Friends of Burdett Coutts meeting on Thursday 19th April 2018 @ 9am in the Ground Floor Hall

#### Attendees:

**In attendance:** Khaltoni, Rachida, Alison, Naki, Grace, Mahbuba, Shara, Pauline and Awata

**Apologies:** Nadine

**Representing the school:** Mrs Dyer, Mrs Deary, Ms Parfitt and Ms Caroline

#### Agenda:

Second planning meeting of the school's Summer Fair to be held on the 23<sup>rd</sup> of June

#### Actions from previous meeting (5<sup>th</sup> March):

- Ms Dyer has the flyer and poster from Narissa
- Donation Letters were prepared and have been collected and distributed by some parents
- Nadine has the barbecue confirmed
- Ms Caroline has posted donation letters
- Pimlico steel band - Rachida has spoken to school, they need a letter from school with date and will then see if they can reserve bus

#### Minutes

- Ms Dyer handed out map and stalls list with staff allocated
- Ms Dyer has requested parent support for barbecue, bric a brac and cold food (including help on the morning to make cold food like sandwiches)
- Mahbuba volunteered for cold food
- Nadine, Alison, Pauline and Grace for barbecue.
- Sahra will help on the day if she can.
- It was noted that the barbecue is halal and will be publicised as such.
- Awata recommended 'smoothie bike people' and will get contact details for school
- Ms Dyer showed us where the stalls would be located around the playground

#### 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.

#### New Actions

- Parents volunteers needed to distribute letters requesting donations - we need to go to as many local businesses as possible.
- Ms Dyer to update flyer/newsletter to specify food is halal
- Ms Dyer to write letter for Pimlico academy steel band
- Awata to get contact details for smoothie bike

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