

Friends of Dove Bank
Meeting Minutes 18 November

Persons Present:- Rachel Cox, Amanda Whittingham, Rachel Baker, Sylwia Dobrzeniecka, Mr Cheeseman, Michelle Tomlinson, Karen Bailey, Claire Wheeler

Apologies:- Mrs Davies and Mitzi Moran

2. Update on actions from previous meeting

- External stalls discussed- 10 stalls interested-
 - o **RB to confirm with set up details.**
 - 150 Selections boxes to be purchased on Friday 22 Nov- AW
 - o **These will need to be wrapped**
 - Will not charge entrance to be included in hamper draw – this will become a raffle prize
 - Agreed we would not have sleigh due to space
 - o **Mr Cheesman to allocate room and set up fireplace display on large screen / CW to loan projector**
 - o **Room to be decorated**
- School Choir to sing ?on entrance or outside weather permitting,
AW to work out programme of events

-Agreed no face painting due to time of event.

- Agreed glitter tattoos – school have a kit that we can use.

-A £1 in an envelope, number drawn and winner receives percentage of the bucket school gets the rest,

Action MT to co-ordinate

- RC had enquired about sausage rolls – 50p each
CW agreed to provide sausage rolls, mince pies, gingerbread men and Christmas cake
To request donations of mince pies and cupcakes from parents

RB and AW to run Hot Chocolate /Mulled Punch Stall,

Kinderpunsch (non alcoholic mulled fruit juice)

Action : KB to buy cardboard cups, cream and hot chocolate powder Costco, Rachel/ Amanda to sort toppings.

To sort urns for use.

Name the Elf – RC to purchase elf / sort out name

- Christmas Crackers – **school children to make**
AW purchasing sweets approx.99 for this
RC provide £5 for winning cracker

Find Golden carrot

Mr Cheesman to discuss with Mrs Davies ?happy to arrange

Agreed not to have bottle stall, representative from NW Leics schools partnership, colouring competition, reindeer hoopla

-The tickets from the tombola will need to be folded and sorted – agreed to ticket up on 29th November as donations received

MT to purchase raffle tickets

2. Advertising

- Reminder flyer to go out to parents:-
 - o Non uniform day 29th November (tombola donations)
 - o Pre-pay for visit to Santa / baubles using School Money
 - o Cup Surprise info to be circulated
 - o Cup cake and mince pie donations request to be sent out
- Christmas Fair Flyer to be distributed

AW has already created flyers for events for distribution and requested posters

**AW/RC to advertise on social media. AW has created a Facebook event that only she can /comment post. Please could we share on our Facebook feeds.
AW to add stall holders onto event**

3. Raffle

Agreed to ask all external stall holders to provide a raffle prize. Agreed max 15 prizes. We have enough donated inc. external stalls

RC, Mr Cheesman plus 1 to run raffle –

4. Santa's grotto

Santa confirmed

Mrs Waterfall and Mrs Shaw to be Santa's helpers, have costumes etc (thanks)
6 time slots, Mrs Shaw will have a list of the children from the prepaid school money-allow extra spaces in time slots for children who want to pay on the night.

5. Ways to help leaflet

All agreed that the leaflet looked great – certainly something that we can utilize in the future to promote the group.

RC to add to next meeting agenda

6. Float

RC to sort out float for stalls, Pots for float/ stalls in kitchen cupboards

7. Any other Business

AW to sort rough layout of stalls in the hall (floorplan)

The hall will be accessed on the night by the double doors to the hall

Volunteers – Mr Cheesman to put up a notice in staff room if not already up. RB to email out as a final request to parents.

-Stall holders can set up from 4pm on the night of the fair,

RB to ask if they have their own tables to bring? Cash of £10 and small donation to the raffle given on the night (perhaps next year we need to ask for cheques in advance to secure the tables/ ensure that they turn up!)

RB to message stall holders

AW has agreed to create signs for the stalls and refreshments

The Christmas Fair has been organized by Dove Bank School and supported by the Friends of Dove Bank.

8. Date and Time of next meeting – RC to liaise with Mr Cheesman

Post meeting notes

Christmas Baubles not to be a pre-paid activity therefore they will be sold on a stall along with Christmas crafts, reindeer food and sticker books

Pre-pay Santa now available on school pay

Flyers and email to parents were sent on Friday 22nd November along with twitter feed for non-uniform day.

CW to purchase milk

KB to ascertain if plastic cups/ napkins belong to group or LTS catering – to purchase supplies from Costco as required.

Tea and Coffee available

Selection boxes purchased – volunteers required to wrap

Hamper basket has been taken into school for staff to fill. Committee items to be given to RC on night of fair to add.

AW has purchased elf

£5 handed into office for Christmas cracker prize

RC to purchase spiced winter punch

RC to purchase more cups for Cup Surprise ready for 29th November

RC has access to urn and thermos jugs

MT to purchase spoons for hot chocolate