

Minutes of Friends of Dove bank Meeting
26th February 2020

Present:- Rachel Cox (RC), Amanda Whittingham (AW) Mr Cheesman, Mitzi Moran (MM), Rachel Baker (RB)

Apologies from:- Karen Clarke (KC), Claire Wheeler (CW), Michelle Tomlinson (MT)

1. Buddy Benches

Mr Cheesman confirmed that only 2 benches were required.

It was agreed that Mr Cheesman would provide the group with details of preferred benches and then RB / MT to approach local businesses to enquire about purchasing them. (Winvick, Buckingham, Bardon Quarry)

2. Uniform

The following process was agreed -

Uniform brought into school office and passed on to CW who has agreed to catalogue and oversee selling.

Uniform to be kept at school.

Logo uniform £2 Jumpers/ cardigans etc

Non logo uniform £1 dresses, trousers, skirts, shorts.

Mr Cheesman to discuss with Mrs Howard regarding adding two separate items amounts to school pay.

Book bags –RC has discussed a couple of options with a supplier – stock them directly from the suppliers or FOD to purchase for all new starters. or a lower price.

To be discussed at next full committee meeting

3. Stock update

No update on stock/inventory. We have enough stock in relation to drinks for next two events.

To be discussed at next meeting.

4. DBS update

Volunteers need to follow up with Mrs Howard if unsure if applies to them or not received an email from the organisation completing on behalf of school.

5. Easter eggs

Mr Cheesman advised that the school will be providing Easter activities for the children and will purchase own Easter eggs.

FOD have created a letter for future use for donations – the word “money” needs to be taken out of letters/emails.

6. PJ and Popcorn

The film chosen is the new Alladin,- this will be circulated to parents via school and on Face book. The children who are staying will stay in their relevant classrooms to get changed then go to the hall.

Refreshments –popcorn, crisps/chocolate, cordial

MM has offered to make popcorn in popcorn maker at school, Thursday 12th March (am)

AW to source paper bags

AW to look into purchasing snacks from? Aldi

Cordial to be made in jugs, water bottles refilled or plastic cups to be used.

Confirmation of numbers required from school – cut off 4th March. Currently 87 have paid.

Volunteers – a number of apologies received from the committee for this event. RB to ask out to those who have shown interest in helping at events.

7. Chocolate Bingo

10 books so far have been sold – to seek an update on 24th March and then decide if to advertise wider than school. Agreed to circulate information to Pall Ex as they have donated items and were interested in attending.

Need to consider being able to purchase less than 6 books.

Bagworth Community centre have agreed to lend us the bingo machine, Mr Cheesman has agreed to do the bingo calling.

Rules agreed - One line-small prize, Full house-larger prize, 6 Games in total. Break in middle. Need to source a total of 12 prizes – RB to speak to Ram at the Bagworth shop about possible donations.

Letters have gone to local companies. Pall Ex have donated a chocolate hamper – to be used as a main raffle prize. RC to source crème eggs to be provided if there is a tie.

Refreshments – AW to remove BYO from flyers – to provide Tea, Coffee, squash and cake ?to ask out to parents for donations.

Mr Cheesman agreed to a presentation and photo from Pall Ex – RB to co-ordinate.

If people pre book bingo tickets then they get a free raffle ticket- the raffle tickets will be attached to the bingo books.

Volunteers needed:-
2 people for refreshments
2 for ticket sales
2 for the raffle

License and Risk assessment – RC to arrange

8. Summer Fair – June 20th 2-4pm

Agreed the theme would be Vintage

Reviewed list of stalls previously brainstormed. Committee members to approach contacts/businesses they know to ascertain interest / costs – to then be finalised at planning meeting at beginning of May.

Other possibilities - Approach the fire service to see if they can provide a pump - RB to contact
Need to ensure external stalls and entertainment have their own public liability insurance
Enquire re prices for a bouncy castle
To consider Morris Dancers
MT looking into fairground rides –to provide own insurance.

Agreed afternoon tea as refreshments RC informed us that there is an organisation that can be approached to provide the cream tea. RC to make further enquiries.

AW to begin drafting poster

MT to contact the graphic for advertising by 15 May for summer fair, this is the latest date.

9. AOB

Mitzi queried some account details – to liaise with Rachel C to update.

10. Next meeting

22 April next committee meeting
04 May Summer Fair planning meeting