

## Friends of Fishergate

### Minutes of meeting held on 10/11/22, 9am, Busk Coffee Shop

Item	Notes	Actions
<b>Present/ apologies for absence</b>	Present: RR, FM, AR, JD, HT, AB,VS, TB  Apologies: VE, CA	
<b>Matters Arising</b>	Donations Day, Christmas Fair Planning, Xmas Shop Planning	
Donations Day	<p>Donations Day is Monday 28th November, 9am Lower school Hall</p> <ul style="list-style-type: none"> <li>● Tables to be organised (sign posted) for ease of parents dropping donation bags at right stations</li> <li>● Helpers needed to process stuff, AR, FM, HT, EM, LJ already on board. Recruit more willing helpers.</li> <li>● Collection of boxes, crates/trays etc to bundle items collectively.</li> </ul>	<p>AR to put out info for parents, helpers required to sort and label and box.</p> <p>AR to ask Charlie to organise tables In advance of 9am and storage of stuff until Friday.</p> <p>AR to create Table signs to direct drop offs.</p> <p>RR sorting raffle ticket books for ticketing (and raffle)</p>
Christmas Fair - Discussion around which stalls will be included,	<ul style="list-style-type: none"> <li>● Tombola - Bottle, Teddy, Choc &amp; General,</li> <li>● Games - Jam Jars, Spin The Wheel, Whack-a-rat, (Candy canes, Lollysticks) Tubs of Halloween sweets (cheap) as 'small' prizes for these games (&amp; Yr5/6)</li> <li>● Y5/6 Games - possible? If not include CC &amp; LS.</li> <li>● JD mentioned candy floss machine from a previous year was popular. Where did that come from?</li> <li>● Other Stalls - Sweet cones &amp; Books, Xmas Decoration Stall,</li> <li>● Raffle, AR is contacting business for donations, parent donations on 28th, tickets to be sold &amp; drawn at the event due to lateness of preparations this year.</li> </ul>	<p>AR to enquire with Dani Rees about Y5/6 kids hosting games in classrooms?</p> <p>Ask BH, HC how Candy canes &amp; Lolly stick games work?! Also re: Candy Floss machine.</p> <p>JD to pick Halloween sweet tubs in Morrisons?</p> <p>FM to sort sweet cones for sale.</p> <p>AR to put shout out for hand made Xmas decs,</p>

	<ul style="list-style-type: none"> <li>● No external stall holders this year due to conflict of interests and to maximise our fundraising, due to absence of fairs during covid.</li> <li>● Santas Grotto - GT &amp; HT will be Santa and elf again. Selection boxes for gifts £2 entry</li> <li>● Cafe - tea, coffee, juice, selection of cakes. No cake sale that week so a whole school donation's of bakes. Idea around non-alcoholic mulled punch. Mince pies a must! Sweet stall could be incorporated with the cake stall.</li> <li>● Kids Christmas crafts - £1 or pay as you feel chill out zone for mindful making.</li> <li>● TB offered her photography skills to capture the fair for use on School website, SM etc. Ideas was welcomed, School admin can verify use of photographs with safe guarding guidelines in place.</li> <li>● There is already a good number of helpers who have stepped up for set-up and/or during the fair. TC is recruiting teachers to add to that mix at our request. (Post-idea: teachers are scheduled on stalls for the first hour, to allow helpers to be with their children at that time, then swap over for teachers who want to depart and family helpers cover stalls to finish where possible?)</li> </ul>	<p>crafters and hopefully make some too!</p> <p>RR to sort Santa selection boxes (plus non-dairy option)</p> <p>RR to think about punch making logistics/recipe?</p> <p>AR to ask families to donate cakes and bakes for Fair cafe.</p> <p>AR to plan crafts and resources cheaply or for free!</p> <p>AR to chase school on names of teachers we can put into the schedule.</p>
<p><b>Xmas Shop Planning</b></p>	<p>The School Christmas shop is on Tuesday 6th December (all day) and 7th December AM (for over spill)</p> <ul style="list-style-type: none"> <li>● Purchasing of stock agreed to be complete by November 25th. HT, JD, FM have offered to do this.</li> <li>● Based on the success of previous years - to aim for 600 units to sell. Items to be purchased at £1 or less, to be sold at £2. Small toys, sparkly decorations, chocs, bath bombs, hair accessories etc..</li> <li>● Discussion around bulk purchasing in Home Bargains (?) with prior notice, can set stock aside. HT mentioned the possibility of some discount through a contact.</li> <li>● Wrapping of stock agreed to be complete by 30th November by TB, VS, AR, AB, JD(? Both?) Wrap all but one of each item for display on the day. Cheap tape dispensers have been a good idea in the past! Excess wrap purchased ca be stored for next year (special box)</li> </ul>	<p>Team Buyers - to create a WhatsApp group for Buying to keep track of who has found what. Receipts to be passed to RR for reimbursement.</p> <p>Team Wrappers - to purchase wrapping paper and tape and group items. Keep receipts and pass to RR for reimbursement.</p> <p>AR, RR to Plan logistics of moving stock to</p>

	<ul style="list-style-type: none"> <li>Storage of stock can be stored at your home, at school, also HT offers a room. Stock can be moved to Wrappers homes via drop off by car driver.</li> </ul>	necessary homes for wrapping and collection of.
<b>Xmas Shop</b>	<ul style="list-style-type: none"> <li>Some helpers have already stepped forward to man the shop, might need another couple</li> <li>Children arrive with list and money in envelope, helpers guide and assist with labels (where needed)</li> <li>Get a good supply of pens that work on any surface! Fine Sharpies?</li> </ul>	<p>AR will recruit helpers for shop</p> <p>AR to get sharpies and labels.</p>
<b>AOB</b>	<p>Update Friends info on school website to reflect all that is happening for our Christmas events</p> <p>(Late AOB) CA reminded AR of pre-covid suggestion to allow SEND families early preview for a 'quieter' experience prior to doors opening at 3.30pm. And for helpers to be aware of their early entrance, so as not to be pressured whilst still setting up. Agreed 3.10pm is good.</p>	<p>AR to contact KC to do this.</p> <p>CA will liaise with Lisa Solanki to notify relevant families.</p>