

Friends of Fishergate

Minutes of meeting held on Thursday 5th October, 9am Busk Coffee Shop, York

Item	Notes	Actions
Present/apologies for absence	Present: AR (Ch) RR (Tr) JD, FM, BH, TG, Apologies: RC, MH	
Matters Arising		
Curry & Quiz Night	<p>Helpers so far: Door: GT Bar: FM, RR, JD Food: AR, LC, HT, Host: RC (check in with teams for app set up etc) Keys/Lock up: TC Quiz Master: AL</p> <p>Extra to set up tables, etc. Ask for everyone to help clearing table and chairs</p> <p>Set up: from 5.30/6pm Doors Open: 7pm Clear down & out: by 10pm (ish)</p> <p>Insurance Form for Quiz Master to complete</p> <p>Cater for 60. 37 tickets sold as of 03/10, likely to touch 50 knowing who hasn't bought yet plus a few more. Tickets on eventbrite will run up to the event. Paper tickets on door (small float)</p> <p>Entry: Emphasis on entrance for helpers and quizzers via Yr ³/₄ playground entrance (due to dance classes down stairs) Disability access - Front Door access for lift only</p> <p>Bar: HT & FM purchasing booze & quantities. Drinks selling at £2 (booze) £1 soft. Agreed some stock could be returned or kept for Xmas bar/bottle stall.</p> <p>Food: LC & AR planning food prep and equipment. Two Curries: One Vegan, One Veggie - for sake of simplicity and costs. It was agreed having a meat option would be expensive on overheads and also give way to further H&S issues around handling etc. Rice Chapati/naan/breads (Zam Zam's) Mango Chutney Yogurt.</p> <p>Bowls/cup/utensils sorted. Big pans available (AR, LC, RR) also Soup vat borrow if needed.</p>	<p>Check Front door access with school and lift code, also access to car park?</p> <p>Ask for helpers for table set up.</p> <p>AR to create clear action plan to divvy out to everyone (done)</p> <p>AR sent to RC to pass to AL</p> <p>LC looking at portioning (for 350ml bowls)</p> <p>AR/LC to decide on equipment needed.</p> <p>Think about serving logistics on Food and Bar.</p>
Halloween Disco &	friday 20th October £1 on the door. EY/KS1 6pm-7pm	RR to do poster.

Pumpkin Parade	<p>KS2 7.15-8.15pm</p> <p>Helpers so far are AR, RR, FM, JD. More helpers definitely required.</p> <p>Disco Light purchased by FM/School SD setting/running up equipment Halloween Playlist by RC. Suggested it should be accessible by SD for tech necessity. Check connections etc.</p> <p>Light sticks have been purchased 20p each, 50p for 3??</p> <p>JD suggested and we decided on simple face/hand painting bats and will source. Face paints in school.</p> <p>Bubbles outside last year were popular RR & HT(?) can provide supplies from home.</p> <p>Refreshments (based on upto 200 attendees) Cordial (4 big bottle) AR Crisps (Lots) JD Sweets Haribo FM Chocs/Dreamies AR</p>	<p>Email out at school. Accompanied children only.</p> <p>Check in with SD Ask him about playlist format. Find out about cables required for lights.</p> <p>Ask for Tina to be present?</p>
Pumpkin Parade	<p>£1 entry. Drop at school Friday AM</p> <p>Fake tea light have been purchased FM</p> <p>Need 1st place KS1 & KS2 Small Prizes (hero box) and certificates Need a judge!!</p> <p>Ben & Paul have been nominated to light tea lights.</p>	<p>Email out at school</p> <p>AR do certificates 1st, 2nd, 3rd</p> <p>Email school for judge!</p> <p>Call out for more helpers</p>
Christmas card Project	<p>School are underway making sure EY, Yr1 /2, Yr3 /4 complete ready for send off date on 20th October.</p> <p>Lunchtime sessions provisionally for yr5 /6 to be on Monday 16th, Tuesday 17th October - Overseen by AR, (poss FM & HT) if anyone else wants to help please say.</p>	<p>HT/FM will confirm.</p> <p>Confirmation of dates with school.</p> <p>AR to send off pack 19th (or School do it on 20th)</p>
AOB		
Forest School	<p>Forest School Shed purchase has been cancelled due to a solution found for storing of said items.</p>	<p>They have been invited to come back if they need anything else.</p>
School Choir	<p>Friends had agreed to support the school choir entry to Young Voices. Applications have closed already. So no support needed this year but requested for next year.</p> <p>RR suggested there is a York based school choir event going on.</p>	<p>RR to suggest choir school event to Harriet,</p>

Year ½ Cake Sale	<p>To date we only have two helpers (HT, LJ) step forward. It has been agreed 4 (or more) is a good number to make less stressful work when it is so busy.</p> <p>BH offered to help if she can.</p> <p>Agreed more recruitment on EY & Yr1/2 parents.</p> <p>Other suggestions needed to recruit??</p>	<p>AR emailed some Yr1/2 parents to ask.</p> <p>Sent e,mail out via school to year group.</p> <p>Sent an introductory email to EY to encourage participation.</p>
Christmas Grotto	<p>A separate christmas Grotto has been arranged for December 15th. AR suggested and has sourced books (as a change to chocs) at a good cost.</p> <p>Santa & his Elf are happy with this arrangement.</p> <p>Grotto will be held during school, taken class by class using the outside classroom.</p> <p>It was agreed that Friends would pay for the Santa presents to the children and not ask for the usual nominal £1.50, since funds were in good shape right now.</p>	<p>AR ordered books and will slowly sort and wrap in appropriate phase groups (with surplus paper on Friends shelves)</p>
Christmas Shop	<p>Dates have been agreed on the Wednesday 13th, Thursday 14th in the outside classroom.</p> <p>Enquiries & discussion around purchasing again soon, and will be picked up properly after half term. Possibly FM, JD, HT to shop again if favourable plus others who may want take this role.</p>	
Uniform	<p>AR sorted through recent donations this week and some items out of condition have been removed for recycling.</p> <p>Need to build in some sale dates.</p> <p>FM said she would help.</p>	<p>AR to look at calendar to plot uniform dates then ask RR for poster.</p>
Silent Disco	<p>MH suggested a Silent Disco at the last meeting. AR has looked into this and the outlay is more costly than the money we usually raise at a H'ween /Spring Disco. But would be interesting to think around for a future one off event that would probably attract a lot of attention. Would need to be pocket friendly and cost effective. Possibly outside in Spring summer?</p>	
Suggestions	<p>Chat around a big playground clock (like once seen at another primary school) as an outdoor resource. Look into ideas and approach school.</p>	<p>FM said would research.</p>