

Friends of Fishergate

Minutes of meeting held on 09/11/23, 9am, Busk Coffee Shop

Item	Notes	Actions
Present/apologies for absence	Present: RR, FM, JD, BH, HT, AR Apologies: TW Next meeting: Thursday Nov 23rd 9am at Kawa Coffee Shop, Fulford Road	
Matters Arising		
Last Term Summary	£1,153.98 funds raised (profit) from activities. Cake Sales well supported and staffed. Quiz (£270.98) & Disco (£521.16) were both successful ventures	Good Efforts all round!
Raffle Tickets	HT has much success with Prizes/donations. HT & AR to keep working on this and chase up. RR ordered and printed Tickets. FM is organising distribution.	Everything is in place well ahead of schedule.
Christmas Fair	Friday 8th December 3.30-5.30pm <ul style="list-style-type: none"> ● Outside Traders agreed: Jane Cropper - wax melts (supply teacher) (£15) Maya's Cakes - (AW) (£15) ● Invitation to yr5/6 games at fair ● Speak to school about need for inclusion for Refugee families ● Cafe: Yes, easy food to fill up the kids! Hot dogs, veggie sticks, brainstorm menu. ● Bar: it was decided it is not worth the TENS licence cost for the (lack) of alcohol consumed at a family event. Instead non-alcoholic mulled wine & hot chocolates (all trimmings)!! ● Locate all games in cellar (Mick/Charlie) ● Electronic payments: discussion concluded that QR code/Sum Up incurs too many charges and best to heavily promote/give notice of a cash only event. ● Sweet cones popular every year - FM will look into. ● Alisun Pawleys Singers already signed up 	Email DR to invite YR5/6 Email school re ref families/raffle tickets opp. Fair Poster RR Create Cafe! Create an Action Plan Ask Mick/Charlie - spin the wheel? JD will buy Mulled Wine & Hot Choc AR to sort Hotdogs/Cafe FM look at sweet bags vs cones? AR to invite HC Choir
Donations Day	Monday 4th December 8.45am- 10.30(approx) <ul style="list-style-type: none"> ● Plenty of promotion in the forms of: ● Website (Kat to activate) ● Newsletter (link to website) ● Email (link to website) ● Facebook & reminders ● Schedule prompts leading up 	Check assembly times? DD Poster RR BIG emphasis on filled/empty Jam Jar donations in all comms.
Santa's	Wednesday 15th December Opens 11am (confirmed)	Create action

Grotto	<ul style="list-style-type: none"> • Gifts bought and being wrapped • Set up Tuesday after school • Liaise with school regarding group numbers. Who will bring kids down? Do we need another liaison? • Action Plan show breakdown of props/decs etc • Check with school about opt-in and Office to notify us of absences (to receive gift) 	plan/logistics HT measure hut/gazebo Look for Xmas back drop in storage? AR wrap gifts Email school for logistics? Provision.
Christmas Shop	Thursday 14th & Friday 15th December <ul style="list-style-type: none"> • Shop for approx 600 units • AR labels bought • Lots of wrapping to use, dont buy too much more. • Shoppers: Whatsapp & Spreadsheets • Recruit Shop Helpers *& co-ordinating & sched • System last year worked well: pay for labels, write and then chose gifts, bag, go. • Group sizing 8 max? Discuss next time 	Buyers: HT, FM, JD, AR, (RR) Wrapper: BH, AR, + Shop Helpers so far: RR, FM, HT (14th, 2pm) + Set up WhatsApp & Spreadsheet Shout out for more shop helpers
AOB		
Fair Banner	<ul style="list-style-type: none"> • Agreed that designing and printing a new banner for Summer Fair to future proof Friends in forthcoming years would be money well spent. • Not needed for Xmas as capacity is limited and predominantly school based. Summer fair attracts more non-school visitors and should be promoted as such • Banner can cost approx £65 (school can order to remove VAT) 	Spring Project AR
Staff Gifts	<ul style="list-style-type: none"> • Thank You Gift expenditure agreed for office/site staff 	FM will purchase
Free Uniform Sale Giveaway	Wednesday 15th & Thursday 16th 3.15pm <ul style="list-style-type: none"> • All school families welcome to browse school uniform stock to fulfill any needs. 	AR, FM, RR to sort and set up
Table top Sale	TW Suggested a Table top sale, buy a table sell your stuff. <ul style="list-style-type: none"> • This term is too busy, but next? • Perhaps outside Carboot style on field or playground to include 2nd hand books etc 	Bring forward next term