

## Minutes of Meeting held on Monday 20<sup>th</sup> November 2017

**Present:** Debs Allen/Helen Elbourne (Chairpersons), Trish Briggs (Treasurer), Helen Richardson (Headteacher), Katie Denney (Secretary), Steph Park, Christine Dennison, Marjolein Smith, Claire Wickham (Vice Chair), Carla Rennie-Nash, Angela Sill, Rebecca Howe, Sonya Birks, Kelly Birkett, Katrina Armitstead, Cat Altounyan, Sonya Robinson, Laura Miller

**Apologies** Karen Tamblin, Sara Fisher, Tracey Willan

**Previous Minutes** Agreed

### **Pop up cake stall**

All FOCP members to bake a small amount of cakes to be sold after school on Monday 18<sup>th</sup> December in the School hall.

Christine to run this event.

Steph, Katie & Debs can help & anyone else would be great on the day.

### **FOCP Orientation**

Helen has already organised the boxes.

We walked round the school & were shown where everything is kept etc.

### **Planner**

Helen to email to Katie & she can then email out to everyone.

### **Christmas Fair**

Monday 11<sup>th</sup> December 2017 from 5.00 -7.00pm.

Mufti day for tombola prizes etc – Friday 1<sup>st</sup> December – Sara has organised a text and flyer with the office & also sorted the boxes for each classroom.

Mufti day helpers – Sonia, Sara, Marjolein, Helen, Laura, Claire

Wrapping night – 5<sup>th</sup> December at 6.30pm. Cat is buying the wrapping paper. Carla is asking on free cycle for teddies.

Fair – Debs & Helen to sort through raffle prizes and we are going to sell tickets prior to the fair.

Santa presents – agreed on boxes of festive biscuits – Debs will get 110 of these.

Craft stall – Carla has brought a new idea for wooden tree decorations She will source the materials and we will prep these on wrapping night.

We agreed on the following new stalls – Lego tower, Velcro darts, pom-poms & chopsticks.

## **Badge Maker**

Marjolein has got some prices. £475 or £399 inc VAT to buy new.

There is a 2<sup>nd</sup> hand one on eBay but not heard back from the seller with some questions she had about the age of it & how much it has been used etc.

Helen has contacted VP school & we can borrow it for the Xmas fair to see if it's worth buying one for ourselves.

## **Treasurer – see attached**

## **New Requests**

Reading & spelling assessment tools for KS1 & KS2 £400 - Agreed

## **AOB**

Bags to school – Sonya has contacted them & will arrange for the bags to be sent out early January to be collected 25<sup>th</sup> January 2018.

Marjolein will do a flyer to be emailed home to parents.

Christmas craft making event – we had a discussion about planning in a craft making night for children and parents/carers. There isn't enough time to plan it in this year, but we will factor it into next years planner.

## **Date of Next Meeting**

Mon 15<sup>th</sup> January 2018 at 7.00pm

Meeting closed 9pm