
Friends of Woodberry Down Summer Fair Meeting Minutes: 27 May 2016

Meeting started at 9.15am by chair Anne Tipton.

Attendees:

Parents:

Chair: Anne Tipton (littletipton@hotmail.com)
 Secretary: Aisha Phoenix (aishaphoenix@gmail.com)
 Publicity: Kelly Wong ((peiheewong@yahoo.co.uk))
 Events: Hilary Cohen (hilaryac@gmail.com)
 Aisha (Hani) (muna_2007@hotmail.com)
 Esther (Ess.williams@outlook.com)
 Huijuan Chen (gemgemgem333@hotmail.com)
 Demet (demetul@yahoo.com)
 Teti (karakus_aziz@yahoo.co.uk)
 Yasemin Boyraz Cetin (yboyraz2006@hotmail.co.uk)

Staff:

Bilal Theodule (btheodule@woodberrydown.hackney.sch.uk)
 Debbie
 Soumaya

Business:

The date of the summer fair is **July 9** from **12pm** until **4pm**.

Anne is coordinating the fair

Demet is in charge of food

Kelly is organising long-term sponsorship

Demet and Kelly are organising sponsorship for the summer fair

Hilary is in charge of events, including WDCCS has got talent

Aisha P is in charge of stalls (clothes, toys, books, tombola, guess the weight)

Toni Burton was going to be **Treasurer**, but has had to step down. For the summer fair we will rely on Anne's bank account, we will then recruit a Treasurer after the Summer Fair.

Best email practice for the group:

- Make sure that you only reply to everyone in a group message if it concerns everyone, otherwise click **reply** rather than **reply all**.

Report from the latest Cake Sale.

It was a success. There was £50.60 profit. Cakes sold out in 20 minutes. There were no donations this time. We need to tell friends about the cake sale and ask for donations and we need to publicise the cake sale in the newsletter. Hani and the team will do two more cake sales to fundraise for the fair.

Publicity

After half term Anne will ask Bilal to send a message to parents about the Facebook group with a link to it.

Summer Fair:

➤ Update from Anne on:

Anne met with the head of Shaklewell and Grazebrook PSA and they will both lend us £200 for a year. Anne has so far bought insurance for the summer fair, which cost £112.

First aid: St. John's Ambulance are not free to come to the fair. **Bilal** will organise three staff first

aiders to be on duty on the day wearing the school's high visibility vests.

- **Community relations (MHDT and FOWD)**

Manor House Development Trust: Anne will see if they will lend us their gazebos and whether they can help in any other way. If we cannot secure the gazebos, Hilary said we might be able to buy some cheaply at Argos. We could use sand bags to weigh them down.

- **Charging for entry**

It will be **50p** for adults and free for children.

- **FOOD (and drink)**

Demet – A couple of restaurants will donate Gözleme. We need five or six people who will each cook enough food for 50 people. Those people will need to bring their food to the fair so it can be sold and they can then reclaim their expenses.

Hani will make traditional dishes for 40 to 50 people.

Teti will make food for 10 people.

Yasmin will make Turkish food.

Demet will talk to the food team to organise a meeting to discuss who will cook what and what other donations we can get. There should be a savoury stall and a separate cake stall. The food will have to be cold or microwavable.

Anne may have found someone to donate paper plates and napkins.

Drink should be squash and tea and instant coffee. We will need to borrow the school's urn.

- **EVENTS**

Hilary: Arsenal's Gunnersaurus (dinosaur that comes onto the pitch) will attend the fair. There will be a bubbler (£75) and Woodberry Down's Got Talent. All the finalists from every year would perform on stage. The children can learn their talent after school. Abna, a father and painter, will help the children to decorate the hoardings with a mural. **Hilary** will organise a big piece of board on the floor for people to dance on. We have teachers for sponge the teacher and there's someone who wants to run it. There will also be a pyramid of tins for people to knock down with bean bags. She will ask Caesar to build us a simple structure. We need a compere for the day, maybe some Year 6 pupils could do this.

Bilal is in contact with someone about a possible dance group. **Bilal** is also negotiating fees with the drummer.

- **STALLS**

Aisha has drafted a letter to go out to parents after half term asking for donations of: children's books, uniforms, clothes and toys. Aisha will be seeking volunteers to manage the different stalls on the day. There will also be a guess the weight competition where people pay to guess the weight of something and at the end of the day the person closest to the weight gets the prize. Aisha will be seeking donations of prizes for the tombola. She will get a raffle book. There will need to be someone authoritative to staff the tombola as it can get a bit rowdy.

RAFFLE

Anne has secured a family ticket for the London Eye, a tour of Arsenal for two adults and two children, two free tickets to Park theatre, two free tickets to the Odeon, a family ticket for a tour of Tottenham Hotspurs, free children's haircuts, a woman's haircut, cook books, a voucher from a

beauty salon. Hilary has secured 3 pairs of tickets for a show at Kings Place, Kelly has secured a pearl necklace and there is also a T-shirt. We need to spend £40 for a raffle license and £60 to print tickets. The week before the fair we will sell tickets at 50p each, sending books home with parents asking them to try to help us to sell five each and bring in the money and stubs or return the tickets.

Each team leader needs to find their own volunteers.

SPONSORSHIP

- **FACILITIES**

Electricity shouldn't be a problem.

Bilal said storage shouldn't be a problem. He will confirm this and email the group.

We will get a Spotify account and get people to donate songs. **Esther** will help **Hilary** choose the tracks.

- **Celebrating Eid at the fair?**

We will have a sign or banner that says Eid Mubarak. This could also be on one of the murals.

Face painting: We need to find at least two people who are willing to do face painting so the queues are not too long.

- **Bouncy Castle**

We will hire one bouncy castle and Hilary will ask her friend if he is willing to lend us one. **Anne** will send **Hilary** the insurance documents.

- **Volunteer Recruitment**

We need to talk to as many people as possible. They don't need to help out for the entire day. It doesn't have to be a big commitment.

- **Publicity – social media, texts, printing and designing posters/flyers**

Kelly – we need a poster that says 'Summer Fair' can you help. Then we will need another one that advertises the fair and lists the raffle prizes.

We should send texts saying 'coming soon' and we need to organise A5 fliers.

After half term we will need to mock up a plan for the layout of the fair.

Meeting adjourned by chair Anne Tipton at 10:05am. The next meeting will take place at 9:15am on June 10. Hilary has sent her apologies for the forthcoming meeting.