

Friends of Woodberry Down School

Minutes from meeting on 25 Nov 2016

Grotto planning

Outside event (food/stalls)

Hilary is buying outdoor lights and table covers for the food section
We've asked for outdoors to be set up by 1pm.

Inside event (grotto and activities)

Daniel at Berkeley Homes has gone silent on us, despite emails and voice mails. We have a grotto reserved but need to make the payment upfront. Daniel was asked on Monday how we make arrangements to pay for the grotto and he hasn't responded all week. Angela is escalating to Trevor now and will update everyone.

We agreed we need a Grotto plan B if there is no response from Berkeley by next Friday.

Plan B will either be borrowing a grotto from Shacklewell or Grazebrook (if they have one) or spending £50 on materials and making a grotto ourselves. If we do get to hire the grotto we want, it has to be dropped off at 2pm –

Angela will email Gail and Bilal to make sure this is fine.

We need some elves costumes – **Gail said she thinks the school has some and will check.**

Sartu's father in law has got a Santa costume but **Anne will buy a Santa beard**

Abner is doing beard making in the upper hall – **Gail will let him use Our Space scissors**

Grotto presents

We agreed that Anne should order 250 of the ready make Santa gifts online. We would also buy choc Santa's to hand out to older kids.

It was agreed that we should sell the donated books Anne was able to get on a stall outside and agree a price bracket for them.

Ticketing and selling

We will advertise tickets going on sale in the bulletin and **Bilal will send a text.**

Anne is printing and organising the tickets

Tickets will be sold at 9am on Weds and Thurs (if needed) am. On Weds we have Anne, Hilary, Demet and Sartu selling. On Thurs we have Minnie and Anne selling.

Gail said lots of kids go to breakfast club at 8am and so their parents will miss the ticket selling at 9am. Gail said she could sell them at our space later in the day.

Minnie is arranging a float for selling tickets

Volunteers

Hilary is coordinating the outside event and will confirm what numbers of volunteers she needs. **Hilary to confirm.**

For the grotto we need at least 3 people covering as much of 2 slots as they can: 4-6pm, 6-8pm. Roles are to control the door, monitor the queue, someone inside grotto being Santa's elf.

Rota

We need as many people as possible coming at 1-1.30 to start setting up

Hilary is producing a spreadsheet which everyone needs to fill in at the next meeting with what they can do for the event.

Gail said we may have some TA volunteers as Mr Hewie asked all staff about volunteering.

We may also have 4 Our Space colleagues to help – **Gail to confirm**

We then need to ask the other people who signed up to volunteer at the cake sale to pick up other roles - **Angela**

Other business

Anne said that the head of the PTA at Shacklewell asked if we would share the cost of a badge machine. Anne will email everyone for views.

Next meeting

Next week's meeting on Friday at 9am is **very important**. We need to get the rota and volunteering totally agreed by then.