

Friends of Woodberry Down School

Minutes from meeting on 30 September 2016

1. Bake sale

The next bake sale is happening on 14 October. A meeting is happening next Friday, 7 October to specifically organise and finalise it.

Action: We need one more volunteer. Ideally this would be a staff member. Bilal to identify.

2. Winter fair – 9 December

There was a detailed discussion about what we could do.

Location and access

It's agreed we will use the lower hall and the outside space nearest to it. Access to it will be via the back stairs from the playground and so people will enter via the ramp, not from the front of school. Buggies can be kept outside.

Capacity and tickets

The capacity is 180. Therefore, we have to make it a ticket event. This isn't what we want ideally as all should be welcome. However, until the school renovations are complete we have no choice.

It was agreed we will sell 400 tickets max in advance as there will be outside activities. In case of really bad weather we will ask for upstairs hall to be on standby. Tickets will be 50p per person. Babies will be free. The event will start at 4pm and finish at 6pm.

Funds raised

All the proceeds will go into funds for the school. We agreed we need better marketing of this so people know what we do. We agreed a poster would be good to sit in reception with funding targets and what's been bought with the money.

Actions: Minnie and Kelly will do the marketing poster.

Preparations

We will be allowed access from 2pm. Les and Caesar will help set up.

List of attractions and planning

All the ideas discussed are listed below. If anyone has other ideas, please email them round.

Santa's grotto.

What we need to organise: Fairy lights canopy. Lanterns.

Find a cupboard for the grotto with access from the playground.

Santa and elves - some of older children for elves

Santa's gifts - bag of sweets or lucky dip

Action: could the school lead on this? Or could Berkeley Homes sponsor it and volunteer to construct it? Action: Angela will organise

Snow scene photography/ card making. Hilary said she would organise this.

Henna and face painting. Hani and Sartu said they would organise this.

Crafts table. Hilary to organise.

Cup/bag/bauble decoration. Christmas cookie decorating. Hilary to organise.

Food and cake stalls. Ideas were samosas, popcorn, punch. Hot food tbc. A dad can get us 10% discount at Sainsbury's. Hani and Sartu organising.

Music and choir performance.

We'd like the school choir to do 2 performances. And to learn one song which everyone can join in with. The song will be given out with tickets so that all can learn it.

Action: Angela to ask Bilal to organise this with the choir.

Other stalls.

Toys, books, clothes etc.

Vacant planning roles

We need volunteers to organise some of the activities or to come up with other ideas. At the moment we need someone to organise the other stalls like toys, clothes etc.

Child and teacher involvement.

We really want their involvement in the planning and event. Bilal wasn't at the meeting but we will ask him to think about other ways the school can get involved.

Action: Angela will ask Bilal

Budget.

Up to £1k was agreed, this will come from the summer fair profits. Hopefully this outlay can be reduced by finding sponsorship and donations.