

## AFWS Meeting Monday 7 October 2019

Present: Emma Hardwick, Angela Hayden, Kirsty Kirk, Claire Miller, Jane Campbell, Jo Hassell-Pirie, Claire Hill, Mani Kang, Sarah Bates, Sarah Nobbs, Vicki Branton and Sonia Langley.

Apologies: Tracey Stanley, Elaine Curtis, Kelly Hughes, Sam Redding, Simon Hassell-Pirie and Becky Willshee.

### Welcome

Jane welcomed everyone to the meeting, acknowledging two new faces (Claire Hill and Mani Kang) and gave a short introduction to the committee and teachers present. Lots to get through so will start and focus on the Xmas Fayre, as this is our biggest event coming up.

Thanks to everyone for all the hard work so far and getting to grips with their new roles. A particular thanks to Sam for his valiant efforts setting up Amazon Smiles, AFWS website and being a great technical guide so far. Exciting times ahead.

Minutes from 16 September 2019 agreed.

### Agenda:

- Christmas fayre
- Shopping evening
- Halloween Disco – helpers and set up
- Shed
- Halloween tuckshop – goody bags
- Christmas cards
- Recycling
- AOB

### Christmas Fayre

All stalls agreed to run as per last year (dependent on having enough helpers)

Face paint – Becky not available on day of the fayre. We will see if anyone confident enough to run without her and if not just do glitter tattoos.

Jo to check with Becky Starbuck if she is available.

Sarah B happy to run decorations again, requested text go out asking for homemade decorations. Kirsty to request this.

Jobs to share out are:

- 123s – allocated to Sarah B
- Lucky Dip – allocated to Vicki B
- Boys and girls tombola – allocated to Kelly H and Kirsty K
- Chocolate tombola – allocated to Claire M
- Grotto presents – allocated to Sarah N

Mrs Hardwick asked if we could look at less plastic options for 123s etc. As a team we are trying to avoid buying plastic, but do have items in the shed we need to use. For future events trying to buy more pencils, rubbers and bracelets etc as more usable items.

Mrs Hardwick suggested sweets but committee said often complaints if sweets as prizes at every stall. Will look into using friendship bracelets we sold at discos last year.

Everyone to inform Jane what items they have bought already for the Xmas fayre, so we can tally up what we need.

Sarah B has 30 squishes which can be used for grotto

Becky has 30 items for the grotto.

Kirsty to put up stall list in the school staffroom.

Mrs Hayden to put it on the hub.

Kirsty to send a message to parents/carers asking if they can get a charity day to help.

Once Santas are agreed we must check they are all DBS checked. Agreed for discos as long as a committee member has DBS then we are fine.

Mrs Hayden to request Miss Berry's room for donation sorting on Friday 22 November.

Mrs Hayden to check after school clubs cancelled on both Fridays 22 November and 29 November 2019.

Mrs Hayden to check Year 6s on board to help from around 2pm, moving tables, wrapping tables, moving cakes etc. Mr Riley coordinated this last year.

Vicki to ask Mr Randles for help completing a crib sheet for grotto set up.

Mr Randles to send out letters re Year 6 elves – we need 24 in total.

Simon HP to purchase 3 new white gazebos for the grotto. Mrs Hayden to confirm the size with Mr Randles.

Vicki to purchase a box of large safety pins for grotto set up.

Vicki to purchase and label 100 plates and give them to Mrs Hayden. Mrs Hayden to ensure sent out the week before to give people time to bake. No cake stall this year so label to say

'Please fill me with homemade cakes or mince pies for the refreshment stall'.

We will be running the Shrewsbury Bake Off competition, but must ensure the cakes are taste tested this year.

Kirsty to ensure raffle tickets are going out before half term.

Agreed to run the Xmas craft room if we get enough helpers, plenty of stock in the shed for this.

Members felt Entertainer voucher for quiz prize very generous, so decision made to change the prize to a large selection box instead.

Silent auction will run, depending on what items we get – Sarah N to sort.

#### Helpers so far for Xmas fayre and set up

##### Friday

- Jane C – all day
- Claire H – all day
- Kelly H – after 5pm
- Vicki B – am and after 4.30pm
- Jon B – all day
- Mark and Sarah B
- Jo and Simon
- Sarah N
- Mani
- Andy G after school

##### Saturday AM from 8am

- Claire M
- Jo, Simon and Summer HP
- Jane C
- Sarah and Mark B
- Sarah N

##### During the fayre

- Andy G to do first shift of grotto
- Andrea G to do first shift taking money for grotto
- Wayne to do a grotto shift
- Simon to take money in the grotto

##### Xmas Shopping Event

Agreed we will put a full page add in the Fayre brochure advertising the shopping event, listing the names of stall holders. May encourage stall holders to purchase an advert.

Posters advertising the event given to committee members to go up in local shops.

Committee members taken leaflets to hand out at craft fairs.

Claire M suggested AFWS selling wrapping paper at this event as well as refreshments.

Alcohol licence through so will be selling mulled wine and baileys coffee, in addition to soft drinks etc.

Jane passed on details of stall holders for Sarah N to contact re programme adverts/begging letters.

Stall holders have been asked to arrive no earlier than 4.30pm but no later than 5.30pm for 6pm start on 29 November 2019.

Board to go up in entrance with the stall names on.

### Halloween Disco

Becky has a full list of helpers- may need extra now due to committee members emptying shed. Jane to liaise with Becky.

Vicki has purchased prizes – 2 for each disco and will do the disco shopping.

Jane requested a few regulars be there at disco set-up.

Jo to put on facebook re fancy dress and school to warn re Halloween dress.

### Shed

Shed is due to arrive at school on Saturday 19 October at 8am. School will be open for access to toilets etc.

Committee members will empty and sort the old shed during the disco. Taking its contents to the new hall.

Wayne will come on Saturday morning to disconnect electrics to old shed and re connect electrics to new shed.

Becky to ask her Dad about the ramp to the shed.

Claire M, Sarah N and Mani to meet Simon at the new shed on Friday 11 October to decide on shelving.

### Halloween tuck Shop

Reminder it will be on a Thursday this time due to training day.

Sarah B to sort goody bags and able to help set up.

Need to get a full list of helpers together for this event.

### Christmas card designs

Jane has confirmed company pick up date as 18 October. With completed orders hopefully being back in school the week commencing 25 November 2019.

So far taken over £1000 on orders and deadline is 11 October 2019.

Claire M to check percentage commission.

These designs will be used for design a front cover. Claire M will chose 8 to 10 and send them over to John German for judging.

Becky to liaise with John German once Claire M has chosen the designs.

### Recycling

Sarah B has ordered to green recycling bins to use at the disco to recycle plastic.

Matt R has agreed to ensure children know about them and will arrange for more recycling collections as needed.

Sarah B to make a notice for bins to say what they are for. Jo HP commented that it is dark in the disco room so using glow in the dark pens may help.

Sarah B to purchase recycling bags for the 2 new bins.

### AOB

Mani suggested an AFWS app.

Jane to check with Sam if an APP is on his agenda too.

Mrs Hardwick suggested having AFWS page on school website. Kirsty to liaise with Yasar.

Committee members agreed to take any spare coat hangers to the school office for Bridgets nearly new items.

Sarah N to look into the school lottery system and how this could work for us.

Selection boxes – we need to purchase these in advance of Xmas party day. We are to sort the lactose free alternative (Haribo) this year.

Jane to check how many of the alternative selection boxes we need.

Office need these 5 days in advance of the party days (which are 18/19<sup>th</sup> December 2019) in order to parcel up for each class.

B & M cheaper than Cadburys, but issues re storage and collection. Jane to check with B & M if they will store till we need them.

**Next Meeting Monday 7<sup>th</sup> November 2019 7.30pm at the Anglesey Arms.**