

AFWS Meeting Tuesday 6th November 2018

Present: Simon Hassall-Pirie (Chair), Jane Campbell (Vice-Chair), Claire Miller, Jo Hassall-Pirie, Sarah Bates, Vicki Branton, Sam Redding, Kelly Hughes, Emma Hardwick and Angela Hayden.

Apologies: Kirsty Kirk, Elizabeth Wood, Becky Wilshee, Sarah Nobbs, Tracey Stanley, Elaine Curtis.

Minutes from 3rd October 2018 all agreed.

Agenda:

- Xmas Fayre Planning
- Helpers for set up and stalls
- Programme
- AOB

Xmas Fayre

Mr Doherty agreed to move rooms on Friday 23rd November 2018

A Hayden to check regarding availability of Mr Randles room for grotto set up

A Hayden to check with Mr Riley re Year 6 helpers.

A Hayden to check access to New Hall and to inform Simon if the stage is up.

A Hayden to check teachers and Year 6 helpers to move tables, wrap tables and help with grotto set up.

Agreed we can use school music equipment to play Christmas songs in the halls.

A Hayden to check Y Mohammed available on the Friday to go through how to use equipment with Simon.

Jane asked re extra room at school to store toy donations, as shed too full

A Hayden and E Hardwick going to have a think re space we can use.

Nicola will run nearly new, but unsure if Bridget wishes to.

Vicki to check with Bridget and to clarify where all nearly new is held.

Decided to do face paints and glitter tattoos in Mr Doherty's classroom (with ample signage) and do crafts and secret Santa in Mrs Waters' room.

Jo to change plan in programme to show changes.

Claire to do some coffee and cake vouchers again

Jane to order balloons

Simon to get balloon pump out

A Hayden to check with M Runacus re elf letters – Summer and Isabelle already agreed but rest need choosing. Last minutes said E Curtis to check so A Hayden to chase.

Need 50 girls and 50 boys prizes for tombolas – Everyone to look out for prizes at £1 or less

Sam R to check John Pye and look at Warehouse for tombola prizes.

Claire to get Sam a copy of an invoice or something with charity number on to set up whole sale account.

Sam R to sort selection boxes for party day on 20th December 2018.

Jon B to check all grotto set up with Mr Randles so we have someone who knows how to do it in future years.

A Hayden to check re school closing and opening times for Fayre. School needs to be locked around pm on Friday 23rd November and opened around 8.30am on Saturday 24th November 2018.

Year 1 doing cakes. A Hayden to do plastic plates again with notes on for all Year 1 to take home and fill. Jo to get the plates to A Hayden.

Jo to email office re sending out message about the Bake Off.

Spoke about asking walking bus to bring donations in the week before.

Jo to check with John German if picked a winner for design the front cover competition and re sponsorship.

Helpers for stall and set up

Gaps for helpers – Adult envelope, Hook a Snowman, Bauble game

Secret present room – need someone to cover it – A Hayden to check if staff will cover it.

A Hayden and Tracey to do booze or lose

Kirsty arranged for Mrs Poynton and Dr Welchman to oversee year 6 games.

Vicki to do Christmas crafts

Jo to put message on Facebook re stall gaps and for helpers for Friday pm set up.

Entrance – AFWS to share. Claire to do early shift, so can then move on to Treasurer duties. Mark B and Sam R to do entrance too.

Sarah B to do Christmas decorations on table in front of the curtains in the main hall.

Grotto – Need more adult helpers for grotto, only Angela Gretton so far. Need 3 more helpers. Check if Kirsty is helping in there

Santas – Andy Gretton to do 1st shift

Ian Blake to do 2nd shift

Kirsty's Dad – check which shift best.

Simon to check with Wayne and Mr Fargar about being Santa

Helpers for Friday am – Jo HP, Vicki B, Sarah B, Claire M – Sarah B to check with Sarah N re availability.

Helpers for Friday pm set up starting 2- 2.30pm – Kelly H, Jo HP, Vicki B, Jon B, Sam R, Simon HP and Mr Randles.

Programme

Need list of all advertisers – Simon to chase

Jo has kindly agreed to complete the programme.

AOB

Check everyone done DBS check – Jo to put link back on.

PJ film night on 16th November 2018 agreed to sell snack bags at £1.50, containing 3 items – crisps, chocolate and popcorn

Vicki to check the shed re what we have left

Consideration of doing vegetarian pick and mix sweet bags in the future. Could make a small portion vegetarian and put in different colour bag.

Be mindful of allergies- consideration of signs at discos regarding allergies etc

A Hayden cannot be in the area of strobe lighting, so requests to help in sweet room etc at future discos.

A Hayden asked re time of discos and whether any room to change – decided due to set up and parents work hours etc may not be feasible.

Finance – Christmas orders been hugely successful, with over 330 orders coming to a total of £2,932.75.

Consider whether we can do online payments in the future to make things easier.

Whiteboards – currently checking about extra discount through MAT

Voted on whether we agree in principle to doing whiteboards for two year groups now (rather than the one previously agreed to).

- Vote 1 – If no better deal are we happy to do two year groups now – Voted in favour
- Vote 2 – if better deal are we happy to go ahead and do two year groups now – Voted in favour

E Hardwick to inform Mrs Poynton to submit form for funding for books.

Next Meeting Tuesday 4th December 2018, 7pm at the Anglesey Arms