



## Friends' Meeting held 29<sup>th</sup> October 2007

### Attendees

Cordell DeBardelaben, Vivienne Vuckovic, Ideh Tahghighi, Sue Cunningham-Panicucci, Michele Insley, Lucy-Kate Hunt, Gally Swangard, Rebecca Anderson, Liz Robinson, Shireen Chadwick, Simret Welde, Helen Green, Katja Rasmussen, Richard Hinkley, Sarah Shade, Claire Wilkinson, Tamsyn Naylor-Hill, Louise Webb

### Apologies

Zina Williams, Andie Ross

Cordell made apologies re the lateness of e-mails and phone calls. Contact list is still being completed and distributed.

### 1. Fireworks Night

**Event Lead:** Cordell

- Alcohol consumption Licence has been obtained.
- Purchase of alcoholic drinks has been organised with Majestic.
- Letters have been sent out to the neighbours notifying them of the event.
- Burger van has been organised. They will provide a healthy option. The Burger van will also contribute £50 to the school. The van needs access to the grounds to set up at 17.00.

**Action:** Liz Robinson will arrange access for the burger van with Mark Knivett.

- Light have been ordered.
- SASM to supply food volunteers.
- Maple infants to supply drinks volunteers.
- Mrs. Robinson and Mrs. Pavlis have a list of the people who have volunteered to be First aiders, marshals, ticket collectors, etc.
- Cakes to be donated by "The Friends".
- Maple infants would have liked food and drinks to be served from the SASM hall but there may be a licensing issue as the licence has been obtained in Maple infant schools name. Sue will contact the council to find out if it is possible to move the licence over to SASM hall. If not then all food and beverages will be served from Maple's hall.

**Action:** Sue Cunningham-Panicucci to contact the council.

## 2. Christmas Fair

**Event Lead:** Michelle

a) Shopping bags and Christmas cards were discussed. Prices vary greatly. Rebecca will find out more about both. The aim is to have the bags ready for the Christmas Fair.

**Action:** Rebecca to find out more about the Bags and Christmas cards.

b) Publicised newsletter to go out to all parents publicising the Fair, asking for volunteers and donations of cakes, toys, gifts for parents room (this should only be new items). The newsletter should go out by the 8<sup>th</sup> November.

c) The stalls for the Christmas fair will be organised and manned by the following reps/volunteers/classes:

<b>STALL</b>	<b>REP/VOLUNTEER/CLASS</b>
Santa's Grotto N.B. A Santa has been found for this year!	Rebecca
Zina and Andie	Food
Helen	Bottle Tambola
Sandura	Jars
Cakes	Tasmyn
Toys	Gally
Crafts and games (snowman game & lucky dip)	Simret & Katja
Parents Room	Sep, Cathy, Roz, Sarah
Hair braiding	VACANT
Bouncy Castle	VACANT

d) Matthew James will be providing the boards advertising the event. This year they will pay £20 to "The Friends" for every board that is put up. There is no limit on the number of boards. They will also contribute £250 towards the cost of Santa's Grotto and donate a prize for the raffle. Consent slips will be attached to the bottom of the newsletter. The deadline for the slips to be returned will be 16<sup>th</sup> November.

**Action:** Michelle to liaise with Matthew James re deadlines, etc.

e) Any prize donations for the raffle would be welcomed. An auction will also take place this year.

### 3. Playground funding

Mrs. Robinson would like to develop the area in the playground by the sheds and would like “The Friends” to contribute funds towards this. The area will have a soft surface, wooden instruments, etc. The total cost for this phase of the playground development is £14,179.

### 4. Events diary

Pamper evening 11 February 2008

Quiz Night 9 May 2008

Summer Fair 7 June 2008

**N.B.** This may also be the date for SASM’s Summer Fair.

**Action:** Mrs. Robinson will check with Mrs. Pavlis to see if it is the same date and if so will see if SASM willing to move their Fair to another date.

### 5. Class Representatives

Job description for the class reps was discussed and the following agreed.

Enlist volunteer support for events

Remind and inform parents about the upcoming events and the donations needed

Provide support to the “Friends” team by volunteering to help run/organise events

Organise social class events (e.g. coffee mornings, drinks evenings)

### 6. Future dates for meetings

Some dates for future “Friends” meetings were decided as follows:

Day	Date	Time	Location
Monday	12 November 07	8pm	Lucy-Kate’s Home
Monday	3 December 07	8pm	Claire’s Home
Tuesday	15 January 08	TBC	TBC
Wednesday	26 March 08	TBC	TBC
Tuesday	6 May 08	TBC	TBC
Wednesday	14 May 08	TBC	TBC
Monday	2 June 08	TBC	TBC
Monday	16 June 08	TBC	TBC

## **7. A.O.B.**

i) Mufti days for the Christmas Fair were decided upon as follows:

Friday 30<sup>th</sup> November

Friday 7<sup>th</sup> December

ii) Funding the playground development was discussed. Sue reported that even though funds were available at present, it may be that they already have been allocated. This is as the school is yet to invoice "The Friends" for the contributions discussed last year for the previous phase of the playground development.

**Action:** Sue will liaise with the school bursar to clarify and request invoice/s.

## **NEXT MEETING**

**Monday 12<sup>th</sup> November - 8pm**

**At Lucy-Kate Hunt's House**

Please let either Chair (Cordell) or Secretary (Ideh) know if you are unable to attend a meeting. Thank you!