



Friends of Snettisham Primary School Committee Meeting Minutes:

New committee Friday 2nd November 2018, Halls Room

Attendees:

AMW (Chair), DR (vice Chair), RC (Secretary), EH (President), JR, CR, KP, RF, ZW, NW, NT, LG, KK

Meeting started 3.35pm

Agenda Item	Notes	Action
Apologies	EH, DW, KG, CM, HB, GM, JM, AG, SB	
Last Meeting action plans	Read out by DR	Continue with non completed actions. DR, AMW, DW
Last Meeting Minutes	Agreed.	AMW
Newsletter	AMW asked DR if she can produce a newsletter advertising for donations also our events. Tombola, children's disco, Christmas fair, New year's eve.	Newsletter - DR
Tombola Victorian market Wednesday 5 th December	AMW explained that we must push for tombola donations for stall at Victorian market 5 th December. Class competition that donates the most suggested by DR. DR mentioned that another way we can advertise our events is on Class Dojo.	Newsletter - DR Class dojo - DR Facebook - AMW Class prize - DW
Whole school Calendar	NT asked if possible for school calendar again. After a brief discussion DR checked with EH & DW and due to not many sold, a lot of work involved, also not a lot of profit made, and the new data protection law. Calendars were not going to go ahead.	Ask EH, DW - DR
Event Poster drop off Leaflet drop	AMW asked if anyone would be able to help with distributing leaflets around the villages. Also a flyer drop off advertising our Christmas fair as this worked well previous year and got us a lot more people to attend event.	Posters - RC, RF, AMW Flyers - RC, RF, NT, KG, SS, RS, JJ, AMW
Christmas tree Salvation Army Thursday 12 th December 4pm	AMW asked for helpers to set up the tree Sealed money pot will be displayed with tree, will be put in the hall and collected in the evenings by RC. Tree taken down 15 th December	Set up - AMW, KP Take down - AMW

Our front playground Notice board	AMW asked if anyone would mind taking on the responsibility of keeping our notice board out the front up to date and looked after. AMW asked RC if she would take on this position RC accepted.	Update of notice board - RC
Children's Disco Thursday 13 th December	Disco - NW Tickets will be sold from school office and from DR. £3.00 per ticket includes hot food. Helpers - DR, AMW, EH, ZW, KP, RC, DW Food purchased	Ticket list - DR Child to parent at end - DR, AMW Catering - JR, DW, DR Disco - NW
Willow & Oak Craft to sell	AMW asked if we could purchase some craft items of the class's choice for them to make and sell at the Christmas fair. Everyone present agreed for items to be purchased.	Oak and willow class to choose crafts out of Baker Ross : AMW Purchase - AMW
Christmas Fair Friday 7 th December Set up time	Stall set up time After a short discussion of the concern that the previous year some stall holders were arriving from 12.30pm to wait around for access, due to lunchtime and children getting back to class it was agreed that helpers can arrive and sign in from 1pm. All stall holders can arrive to set up from 1.15pm	Helpers arrive - 1pm Explain set up times to stall holders - AMW
Christmas Fair Friday 7 th December Craft stalls	AMW explained that already she has 14 stalls booked in for this event. Selling various items.	Bookings :AMW Floor plan - DW
Christmas Fair Friday 7 th December Raffle prizes	AMW expressed that she has received a lot of donations already and will draw up a list to advertise on FB. Display of prizes to be made. Purchase of raffle books. Raffle drum for use on the day.	Donation list - AMW Raffle books - DW Raffle drum out of loft - DW Display of prizes - DR
Christmas Fair Friday 7 th December Santa Grotto	AMW reminder helpers that grotto build will go ahead on Thursday 7 th December from 3.10pm We shall use any items left over from Xmas decorating. Purchase of wrapped toys will be placed in aged boxes. In need of a Santa for our grotto Santa's helpers as having little helpers on previous years made it look so lovely.	Grotto build - AMW, RC, ZW, KP, DR Purchase gifts - AMW Arrange Santa - AMW & NS
Christmas Fair Friday 7 th December Refreshments	Refreshments in need to be run again this year, NW explained that is was very busy last year. Refreshment team offered to run this area with extension of hot food. JR offered donation of a slushy machine with ingredients we need to purchase cups and straws. KP offered to make some mince pies. CR offered to make some sausage rolls. LG make cupcakes and ginger bread. AMW will advertise for cake donations event.	Refreshments - KP, ZW, NW, JW Cake stall - KP, ZW, JW Hot food / Slushy - NW Slushy machine - JR Purchase cups and straws - DW Sausage rolls - CR Mince pies - KP Advertise - AMW

Christmas Fair Friday 7 th December Candy floss	As we all know DW does enjoy being in charge of the candy floss machine, We shall need to buy the ingredients. Stall helpers - DW, RC	Purchase ingredients - DW Helpers - DW , RC
Christmas Fair Friday 7 th December Face painting	AMW suggested that the children love having their face painted and this always is a popular stall. After a short discussion it was agreed that only small designs on cheek to be on offer to save time. AMW to ask LG , EC if able to run stall AMW also mentioned she can do face painting, if someone wants to run grotto.	Design poster - AMW LG, EC to be asked - AMW
Christmas Fair Friday 7 th December Raffle stall	DR expressed that she will set up and run the raffle stall. Also sell any remaining 200 squares Help folding tickets towards end of day - DR, JR, CK To be drawn at 3.30.	Set up - DR Draw - AMW, DR Folding tickets - DR, JR, CK
Christmas Fair Friday 7 th December Ash & Birch stall prizes	AMW explained that pupils in Ash and Birch class run their own game stalls. Previous years we have supplied them with the prizes all present agreed that we shall again purchase the prizes. AMW write letter to their teacher asking for list of prizes needed. DR mentioned that the class which raises the most money on the day wins a class prize.	Letter to Birch & Ash teacher - AMW Check prizes required - DR Purchase stall prizes - DW Class prize - DW
Christmas Fair Friday 7 th December Stalls we would like to run	AMW asked for ideas of other stalls we would like to run Sweet hamper Decorate a biscuit area Mulled wine 50/50 AMW to ask Mr Handley if they would like a stall again. NT ask the Granary if they would like a stall Reindeer Food stall	Check with EH about mulled wine - DW Decorate biscuit - CR, SW 50/50 - CK Sweet hamper - NT Mulled wine? - NT Ask Mr Handley - AMW Ask The Granary - NT Reindeer food - DR, AMW
Next meeting	Friday 25 th January 3.10pm	Advertise on FB - AMW Poster - RC