

Friends of St Catherine School Committee Meeting

Date of Meeting: - Wednesday 3rd October 2018

Time: - 8:45am

Venue: - School staff room

Attendees: - Charlotte, Dave, Alessia, Simon, Liam, Carolyn, Jayne, Marie

- 1) Apologies: Iain, Holly
- 2) Minutes from last meeting were agreed
- 3) Event updates

Bag to school. Reception bags have not gone out yet, these should go out this week.

Donation day to be held for donations of bottles and chocolates, the date of this will be Friday 12th October

Italian Bingo. Alessia stated that everything is arranged. Marie volunteered to help on the day behind the bar and or at the gate. We have a Temporary Event Notice in place. The food is all arranged.

Halloween Disco. Holly has the decorations. We need to buy ingredients for the hot dogs. We don't need a licence for this event. Tickets are printed and will be sold in advance.

Christmas Fayre. Date was set for 30th November. Miss Doonan is arranging for EYFS and siblings leave school at 2:15pm on the day. KS1 and siblings can leave at 2:45pm and the rest of the school and those children not collected earlier can leave at 3pm as usual. This should make for a staggered start to the event and help to reduce the amount of people in the hall at one time which can be an issue at this event.

- 4) DBS – Miss Doonan is carrying out a risk assessment. She asked for current holders within the committee to provide her with their numbers. We need at least one DBS holder to be present at each event.

- 5) Access. Dave and Charlotte will hold access to our Facebook and Email accounts. Alessia and Charlotte will have access to our Lloyds account. Charlotte and Dave to have access to charities commission account. This will ensure that only accurate information is posted online to avoid confusion.
- 6) First aid. We have a first aid kit which we will share with after school club. This is in Dave's office. It will need to be collected before each event. We have Carolyn's First Aid certificate which will cover us until Dave receives his in January.
- 7) Coffee mornings. These will take place on the 3rd Thursday of the month during term time. Alessia has agreed to run these. The parish hall will be used, apart from the two extra coffee mornings which will be held in the school hall when the half term creative homework is displayed.
- 8) Christmas USB. The price was agreed to be £10. They will be on sale up until 14th December with delivery on 21st December. Miss Doonan is planning on having a donations bucket in the hall at each of the Christmas performances. Charlotte suggested a gradual price increase for USBs year on year going forward. Dave will look at the possibility of receiving a donation of USBs as Simon's supply of these is running low.
- 9) Gift Day. Date was arranged to be Monday 10th December. The price per gift was agreed to be reduced slightly to £5. Jayne will look at best value for gifts with a view to making use of special offers and staff discounts. Carolyn offered the use of her staff discount at Sainsburys and Argos. This discount is usually 10% but increases to 15% or occasionally 20% just before Christmas and Easter and other special events. It was agreed that we need to look at the wording of the letter which goes out to parents to explain what the event is all about, especially for parents of children who are new to our school. Charlotte and Jayne will work together on this. No alternative to the gift day was offered by anyone on the committee.
- 10) Christmas Fayre. The time of this event was agreed as 2pm until 4:30pm.

Liz suggested that portion sizes of the cakes on offer need to be reduced. Marie will contact the Polish parents who provide these cakes to pass on this message.

Liz had a suggestion for a new idea for a game at this event. Coin for Rudolph. It involves a coin dropped into a fish tank or similar with a picture of Rudolph at the

bottom. Where the coin lands will determine whether the player is a winner. The amount won depends on the denomination of the coin which is dropped in.

Year 6 will be available to help run a stall.

If Simon wants to introduce the photo booth which he suggested at the previous meeting, this would be possible in the smaller room off the hall. There was a suggestion that the photo booth could be introduced at the Halloween Disco.

There is a cut-out of Rudolph and Santa's sleigh which could be used for this event.

Dave has a contact he can speak to regarding having real life reindeer outside the Church Hall. Feed the reindeer for a small charge.

The stalls which were agreed on for the event are:

- Cakes
- Drinks
- Waffles
- Pull a cracker
- Chocolate Tombola
- Hook Rudolph/ hook a teacher
- Face painting and or glitter tattoos
- Find the Elf
- Balloon modelling
- Nails
- Bottle Tombola
- Coin for Rudolph

Actions – Glitter tattoo kit still needs to be returned following the Summer Fayre. We need someone to run the face paint stall. Liz will provide a movie night hamper for the raffle prize.

A Rudolph theme was agreed upon for the event this year.

- 11) Liz will get a hamper together for the Christmas Raffle. Tickets will be sold on the playground for two weeks. The draw will take place on the last day of term.
- 12) Panto. A vote was taken to continue with the Panto as it has traditionally taken place in recent years. The motion was approved. Alessia confirmed that we have £5339 in the bank. The panto has been paid for, but the coaches still need to be booked and paid for. Alessia mentioned that she had investigated the possibility of us having a card payment machine available at some events to enable parents to pay by card. The cost quoted was £19 with a small fee payable for each transaction. The machine is linked to a phone so doesn't need Wi-Fi. After consideration it was decided not to go ahead with this idea at this time.
- 13) Other business. Liz requested £250 for the purchase of desktop art easels so that a whole class can use them during a lesson. A vote was taken, and this was approved.
- 14) The date for the next meeting of the FSCS open to everyone was arranged for Thursday 8th November at 7:30pm to take place in the School Hall.