

Friends of St Catherine School General Meeting Minutes

Date of Meeting: - Wednesday 1st May 2019

Time: - 10:10am

Venue: - Rainforest Room, school

Attendees: - **Charlotte, Carolyn, Jayne, Alessia, Dave, Liam, Liz Doonan**

- 1) Apologies: - Marie, Iain
- 2) Minutes from last meeting were agreed by those present, thank you to Marie.
- 3) Matters arising. The nuts and allergies disclaimer is finished and is now on the website. Disclaimer is printed and ready to be used at events.
- 4) Alessia gave the treasurer's report. (see document). We are waiting for money to come in from giving machine donations website, they have had problems paying us since our name change. We have £2523.97 surplus at present in the account.

Audit update. We need to chase this up so we can give information to charities commission.

- 5) Charlotte thanked people for help with recent events including Holly and Dave for bag to school, Liam and Alessia for the Mother's Day raffle and all who helped with the Easter Egg hunt. Liam is going to write thank you letters to companies who made donations and to seek donations for summer fayre. We could possibly thank Redrow publicly on their website.
- 6) Event updates - Alessia will run upcoming coffee mornings. 16th May, 20th June and 18th July, in the parish hall. Liz Doonan confirmed that there will be no coffee morning after the creative homework goes on display in the school hall. It was discussed whether we should still offer squash at the sports day events, Liz confirmed that she is fine with us serving squash, as well as offering water.
- 7) Italian Bingo. The posters have put been up and tickets will be sold at church on Sunday and from Tuesday on the playground. We are offering a similar menu to last time but with bigger portions. A picture menu will be produced so that people can see what they will get for their money.

Alessia has asked John McCosker to be the bingo caller on the day. There will be a mystery raffle with prizes from cupboard which we already have, unwanted gifts which have been donated. Alessia will buy prizes for the Bingo. Alessia has help to set up and pack away.

Jayne mentioned that after events, the floor is often left messy, with food waste left on the floor under the chairs, and playgroup are left to clean up before children play on the floor. After all events, the floor needs to be thoroughly swept and mopped if possible.

Dave will cover first aid and risk assessment for the Bingo night.

There will be a children's table with colouring and crafts.

On Friday 10th and Monday 13th May, stock will need to be moved from the FSCS cupboard to the parish hall, and back again. Liz has given permission for use of rainforest room to move stock on the two days.

8) Summer Fayre.

Leader – Nobody came forward as leader, so jobs responsibility be shared by the committee.

Alessia has the estate agents, Whiteley lined up to put up boards as they have previously done. Other estate agents have been asked to sponsor a stall. No replies so far. Oakwood want to put up boards, but we already have Whiteley. Maybe we will use them next time. They offered £200. Liz has invited the Mayor to open the fayre, we are waiting for election for the election of the new major before they can confirm their attendance. We discussed a playground display to replace the fire brigade. Liam is looking into Saint John's Ambulance. Waiting for a reply from the person in charge. Liam talked about how there is a high footfall at the fayre and that in such a short time, it wouldn't be practical to teach resuscitation, but he can raise awareness. If Saint John ambulance can't attend, Liam can acquire teaching dummies, so Liam and a couple of other nurses could do a demonstration of CPR. If Saint John Ambulance come, we need to find out if they would come for the whole event. We need to consider where on the playground we would do the demonstration, do they need their own stall?

MSC are happy to lend us gazebos again this year.

Saint John ambulance would come in an ambulance or an estate car, less damage to playground surface.

Jayne will take care of the Tens Licence for the event.

Liam talked about donations for prizes. Goals are happy to donate to us. Liam will ask companies from previous years who have donated. Possibility of Unicorn theatre tickets. Liam will use same list as last year and send out requests.

Entertainment. Jayne's dance school can't attend, Liz hasn't been able to get anyone booked. We need to ask Simon if he is available to DJ at the event. Liz Doonan will chase up whether the school choir can perform, she will speak to Mr Rainey and Ms Chingo.

We discussed the possibility of the Active Wall being used as a stall at the Fayre. We would need to investigate how to use it, how long each session would last. Liz mentioned that year 6 leaders could run this as a stall.

The 500 square is going to be run by year 6.

Liz mentioned Lock the box from previous years. Do we have a box and key?

Donation days are going to be run after the half term. Friday 21st and Friday 28th June. Donations of toys and alcohol to be requested.

Saturday 29th June and July 6th could be used as preparation days.

Dave will arrange for portaloos to be delivered. There is a possibility that we could have them for two weeks to cover sports day and the summer fayre.

Charlotte mentioned that Tutu raised a suggestion to make each year group responsibility for a stall, with a single year group responsible for food. She would prefer if it was an international food stall, not individual countries cuisines. Perhaps an International buffet. A request for international food will need to be put out. We need to speak to the ladies from the Polish community, to see if they still want to do their stall with the Polish sausages and cakes this year.

Alessia to co-ordinate the different international communities to see what we can arrange.

UCM – They are unsure whether they will run the Saints and Sinners stall this year as they feel they may not have the people to run the stall, several UCM members may

be running other stalls on the day. They have stated that they will do their best but are able to give a definite answer at present.

9) We need to start work on donations. We have 2x tickers for the Hounslow urban farm.

Grand prize raffle draw is not happening this year.

We will run the following stalls

100 square

Bar and soft drinks

BBQ

Polish Cakes

International food

Popcorn and slushies. (we may look at better option for slushies. The popcorn machine may need to be replaced as it has a crack in the glass, Dave will look at this for us. Liz mentioned the possibility of an ice cream freezer in order to sell individual ice creams.)

Toy tombola

Bottle Tombola

Stall like “coin on Rudolf’s nose” from the Christmas fayre, but with a different picture related to summer.

Year 6 stall to be confirmed (coconut shy or some other stall to be confirmed. Year 6 want to make and sell slime. But committee decided it would not be a good idea due to safety concerns and mess, as well as cost effectiveness.

EYFS sweets and small toys stall

UCM stall? To be confirmed

Hook a duck

Hoopla

Bouncy Castle

Nail painting

Face painting and tattoos

Pull a carrot

Unlock the box (need a box with locks)

Human fruit machine (a new idea from the pta magazine)

Dave made a request that on the Wednesday or Thursday evening before the fayre, some of the dads could come to the school in order to help Dave put up the brand - new gazebos as they take some time to put together.

Other business. Summer Fayre layout needs to be confirmed. Charlotte will consult with Liz. The bouncy castle can go on the astroturf as last year. A gazebo might be needed over the front of it where the mats go.

Other business – There are no outstanding requests from Liz Doonan, she is in the process of putting together a list of requests in time for the next meeting.

11) The date of the next meeting was provisionally arranged for Thursday 6th June at 7:30pm. This date will need to be confirmed with the rest of the committee and then fed back to Liz so she can put it into the diary.