



## Committee Meeting - Minutes

Tuesday 27th November 2018 7.30pm – 9.30pm at Benita's House

Benita Hexter (Co-Chair)  
Caspar Corden (Co-Vice Chair)  
Lucy Kelvie (Maple rep)  
Tina Solari (Maple rep)  
Vicky Woodward (Elm & Oak parent)  
Rakhjee Shah (Laurel rep)  
Ana Rubio-Hakansson (Co-treasurer)  
Jenni Dodsworth (Treasurer)  
Gemma Jeffrey  
Adam Townley (Elm & Oak parent)  
Nessa Parkinson (Co-Chair)  
Jim Clark (Co-Vice Chair)  
Ruth Andrew (Cedar rep)  
Kate Kuechel (Secretary)  
Karen Mitchell (Sponsorship Officer)

### 1. Apologies

Leena Patel  
David Hudson (Spruce rep)  
Joe Hodgkins (Nursery am rep)  
Mat Austin (Rowan rep)  
Lotte Fredrich (Magnolia rep)  
Beth Neill (Magnolia rep)  
Julie Harle (Spruce rep)  
Fabian Fausten (Spruce rep)  
Effie Demetriou (Head teacher)

### 2. Minutes of last meeting

Minutes approved

### 3. Matters arising from last meeting

None

### 4. Design and Promotion Team

Design Officer – the only position on the committee not filled. Amy Clarke, Magnolia parent, might take it on together with Adam Townley (Oak & Elm parent) and Eleni (Mulberry & Rowan). Leena Patel in Laurel is also interested. Benita/Nessa to contact Leena and create a design team of 4 people. Design & promotion team of Amy, Adam, Eleni and Leena proposed by Nessa and seconded by Vicky.

### 5. New committee members and reps

All committee spaces filled and class reps in each class. Most classes are represented in the class reps Whatsapp group, with a plan to consult on communication strategy in the new year, Benita to action.

### 6. Event Feedback

- a. EU Meeting – it was sparsely attended, only 14 people, which was a shame. It raised £27.60. Really well delivered by Katrina, huge thanks to her. All the information is available on the Home Office website.

- b. Cake Sales
  - i. Year 2 cake sale made £156.
  - ii. In hand for Year 1 on Friday. Needs to be put up on FB page.
- c. Book Fair – Claire Reynolds. We raised approximately £500 for the school to spend on books, even with missing a day. It ran at after school club on Wednesday.
  - i. Message from Miranda – Big thanks to Claire for the money. School have just had a delivery of books from the funds raised at the previous book fair. With the next lot they will ask classes what they want & buy book sets for them.

## 7. Upcoming Event Dates & Leads

- a. Phil the Bag & Second Hand Uniform Sales – Benita will ask Yr 2 if they can take the reins on this.
- b. Musical Bingo – Ingrid is happy to do it again in the spring term. Sarah Wilson and Ruth happy to take a lead as they did last year. We will need comperes, Ingrid has agreed to approach comperes.
- c. Easter Egg Raffle – we can organise nearer the time – Kate Kuechel will lead.
- d. Adult Quiz – 17<sup>th</sup> May- Nessa will lead – talk to Keeren about the curry.
- e. Children's Quiz – 25<sup>th</sup> & 26<sup>th</sup> April – Benita will lead and is happy to attend both quizzes (Nessa will also help on Friday).
- f. Summer Fair – 30<sup>th</sup> June potential date, TBC – Benita & Nessa to lead.

## 8. New Event Suggestions

- a. January Jolly - film night - Greatest Showman sing-along. It is going to cost quite a lot to get the license to show it, approx £200. Also, it's a PG, so would need to think about that. Possible idea is invited old Bowes pupils
- b. Supper evenings – along the lines of the welcome evening where people bring food to share. May run one a term. The idea is that it may be appealing to people who are put off by the boozy nights. A suggestion is to ask people bring your favourite family meal, rather than international dishes specifically. Not a money making thing, but a way of bringing more people into the FOB fold. Friday night, is maybe tricky for some people, Jewish or Muslim families. Will try having it on a different day. Nessa & Benita to organise in the spring term.

## 9. Upcoming Events This Term

- a. Christmas Trees – Tina & Vicky. Only 21 sold so far. Another call out to remind people there's a tight deadline.
- b. Children's Christmas Day at School – Disco & Santa – Kate & Claire. Forbes confirmed as Father Christmas. Claire is on the presents. The school need to organise a timetable and have someone to accompany FC.
- c. Hampers – The deadline is Friday 14<sup>th</sup> Dec. Jim – Letters need to be out by Friday. Raffle tickets & envelope need to be stapled. Raffle tickets not ordered yet, need to be ordered ASAP. Need 600 to cover all kids. An email should be sent out ASAP to reps, so they can start collecting items.
- d. Winter Fair – Nessa & Benita
  - i. Sponsorship and advertising – Karen & Emma. £450 of sponsorship for the brochure, well done! Lots of prizes for the raffle; 2 ballet courses, karate lesson, scooter locks, baby sing & sign, spa, sunshine garden centre. Lymphatic drainage didn't pay us at summer fair, so be careful they pay for their advert. Nessa showed people the brochure before it is printed.
  - ii. Promotion – Nessa. If anyone is on the FB page could they please click attend on the event, as it looks like only 2 people are coming! It's £1 for adults 50p for kids
  - iii. Lighting – using the floodlights, fairy lights & torches. All stall holders to bring and organise fairy lights for their stall.
  - iv. Stage – The big summer fair stage will be set up, have a group organised to do that. Also, need the big gazebo (weather dependant). The stage is complicated to set up, but Miranda has requested it, as the choir has 60 kids in it. Jane is on for 15 mins, with little ones singing along. Miranda & Yr 5 & 6 choir will be singing songs from their up-coming O2 arena concert. The parent choir – not

working very well as people can't commit at short notice, will do a lead sing-a-long with words.

- v. Gate – Claire – happy to be on it all evening, but needs a second pair of hands for at least the beginning when it's very busy. Needs a float. The gate will be the old entrance. Last year had a problem with selling for the grotto creating a log-jam. Will have grotto tickets & tree/raffle stall near the entrance, but with space so they don't create blockages.
- vi. Hotdogs – Kate & Jenni- all set, have some volunteers to help & will organise a rota. Will be set up in front on the nursery, so backlit and near electricity.
- vii. Hot drinks – Gemma Jeffrey. Got enough volunteers so that there are 2 people on at all times. Benita has sourced compostable cups that cost the same as those bought last year.
- viii. Snacks – Beth, will check with her that all is in hand.
- ix. Bar – Jim – will have the Izettle. Lucy has another Izettle that can go to Vicky & Tina. Last year, G&T was not popular and beer sold out. 90 bottles of beer were bought last year, so need more. Will get wine as well. Will get soft drinks that adults like to, ginger beer suggested & San Pellegrino. Soft drinks will go to a few stalls. Ice will be delivered that day – Jenni & Benita will order 10 bags of ice each. Benita will order compostable glasses too. Benita will lend her big light for the bar.
- x. Christmas decorations – Joe & Rakhee. Won't be getting merchandising – but have ordered a few Bowes branded moneyboxes & couple of other things, so will see how they sell. Will look into it more in the new year. Donna is making xmas decorations with the kids to sell.
- xi. Glow sticks – Ruth. All delivered, Karen has them, needs to get them to school. Lucy is happy to store them as she's opposite the school. Ruth has baskets & volunteers. Ruth doesn't have any battery-operated fairy lights, but will get some.
- xii. Grotto – Lucy & Nicole – need Gazebo & people to turn up and all else sorted. Going to be in the hall. Hall will be dark & Lucy will make a lit path. Fake snow on gazebo and photographic backdrop. Father Christmas is sorted. Benita – spoken to Nicole about the idea of having group tickets to maximise kids who can come. Lucy worried about photos as she will not be there the whole time. Ruth has a simple camera they can borrow.
- xiii. Tombola – Kirsty. Request for stuff gone out, a few things in the box today – we need more so will put another call out. She has enough people to run it.
- xiv. Chocolate drop – Reception. Karen, it's in hand, Nisa have agreed to donate chocolate. Kids throw money in, if it lands on the chocolate they get it, or we get the money. 50p a go. Lights needed. Volunteers sorted.
- xv. Christmas trees and raffle – Vicky and Tina – raffle price, £2 a strip & £5 for 3 strips. We will not be writing names and numbers on tickets, if people aren't there then we will redraw. Will leave somewhere for them to write their phone number in case they can't be there at the draw. Will print a big poster of the prizes for the raffle draw stall.
- xvi. Marshmallow toasting – Fabian – he's got it sorted. In a fire pit, on tarmac, only one side entrance. 2 people on stall at all times. Risk assessed & everyone has agreed on it. Nisa have donated some marshmallows.
- xvii. Art cart – Lucy's neighbour coming in with her art cart to make decorations with the children. She is doing it for free, as promotion.

10. AOB  
None

11. Next meeting date – Wednesday 16<sup>th</sup> January 7.30-9pm TBC