

# Friends of St Edward's First School



**Friends of St Edward's First School**  
**7.00pm, 30<sup>th</sup> January 2020**  
**Summer Fayre Planning Meeting**  
**Staff Room, St Edwards 1<sup>st</sup> Catholic School,**  
**Windsor, SL4 5EN**

### **In Attendance**

Chair:	Jennifer Kirkpatrick (JK)
Vice Chair:	Michaela Spear (MS)
Secretary:	Sandrine Le Moal (SLM)
Staff:	Julie Coram (JC)
Treasurer:	
Vice Treasurer:	
School Representatives:	Mrs S Matthews and Ms M Stone
Class Representatives:	Fledglings: Cher Rijnaard (CR), Year 1: Cher Rijnaard (CR) Year 2: Year 3: Michaela Spear (MS) Year 4: Cher Rijnaard (CR), Sandrine Le Moal (SLM), Jane Regan (JR) Sandra Guerrero (SG)
Parents:	
<b>Apologies:</b>	Chris Best (CB), Sophie Comas (SC), Sabina Jhanji (SJ), Emma Fluskey-Garcia (EFG), Soraya Wells (SW), Antonio Dias (AD), Hannah Elwell (HE), Robyn Hayward (RH), Emilia Orlean (EO), Annie Lashbrooke (AL), Annalies Woodcock (AW), Débora Silva (DS)

### **Agenda:**

1. Welcome – Prayer and Introductions
2. Apologies
3. Summer Fayre Date Confirmation
4. Overview of last year
  - What we did
  - Profit
  - Feedback (Good layout, limit stalls)
5. 2020 Summer Fair Planning
  - Sponsors
  - Health and Safety
  - Advertisement
  - Licenses
  - Stalls
  - Food and Drink
  - Entertainment
  - Silent Auction and Raffle
  - Signage
  - Gazebos check list
  - Wet weather contingency plan
  - Entry Fees
  - Card machine
6. Establish a Fair committee and establish tasks to volunteers
7. AOB

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## 1. Welcome – Prayer and introductions

## 2. Apologies

## 3. Summer Fayre Date Confirmation

The date of the summer Fayre has been changed from the originally agreed 27<sup>th</sup> June to the 20<sup>th</sup> June 2020 due to a clash with the Windsor 75<sup>th</sup> VE Day Anniversary celebrations.

## 4. Overview of last year

The 2019 Summer Fayre raised £3243.92  
The layout worked well.

## 5. 2020 Summer Fayre Planning

Item	Action Holder
<ul style="list-style-type: none"> <li>- <u>Sponsors</u> Hardings will be the main sponsor of the Fayre. Communication will be sent out nearer to the time to families to volunteer to have a board in front of their property</li> </ul>	JK
<ul style="list-style-type: none"> <li>- <u>Health and Safety</u> Matt S is in charge with the assessment</li> </ul>	MS
<ul style="list-style-type: none"> <li>- <u>Advertisement</u> Annaliese W will be designing the poster and banner</li> </ul>	AW
<ul style="list-style-type: none"> <li>- <u>Licenses</u> JK to submit the application</li> </ul>	JK
<ul style="list-style-type: none"> <li>- <u>Stalls</u> Proposed stalls: Beauty, Face Painting, Games, Crafts, Bake Off, Beebombs, toy sale, Tombolas with introduction to maybe an small toys jar tombola</li> <li>- <u>Food and Drinks</u> Usual BBQ and Refreshments stalls Gin and Pimms Bar Proposal to invite the Windsor Brewery or the Swan to offer Beer Tasting</li> </ul>	
<ul style="list-style-type: none"> <li>- <u>Entertainment</u> Proposed are: I-Rock – Cher will ask Josh Chelsea Football Club Enchanted Dance Ballet Performance Pony and/or donkey ride Have Pie face instead of Splash the Teacher? Would need someone to run it Have a competition like Vegetable Animal?</li> </ul>	CR

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<ul style="list-style-type: none"> <li>- <u>Silent Auction and Raffle</u> Proposed themed raffle hampers One themed hamper per class An online Silent Auction will run another few days after the Fayre</li> <li>- <u>Gazebos check list</u> Gazebos need to be checked, repaired if needed and clearly labelled</li> <li>- <u>Entry Fees</u> No price increase this year. £1 per adult (no concession) and free for the children</li> <li>- <u>Card Machine</u> It has been agreed that a card machine would be a beneficial addition</li> </ul>	<p>All class Reps and CO</p> <p>JK</p> <p>JK, SLM, MS</p>
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## 6. Establish a fair committee and Tasks for the Fayre

Task	Year	Task Lead
Games and Crafts	Fledglings	TBC
Gate and Beauty	Year 1	KB
Refreshments	Year 2	TBC
BBQ	Year 3	TBC
Tombolas and Bake Off	Year 4	TBC

## 7. AOB

The Friends End of Year Picnic will be on the same day as the Candle Assembly: 15<sup>th</sup> July 2020 from 3pm to 6pm – JK to ask Woody's if they can supply a food service

## 8. Date of next meeting (s):

Wednesday 26<sup>th</sup> Feb at 7pm at the Swan Pub