

Friends of St Edward's First School



Friends of St Edward's First School
7.30pm, 26th September 2019
Autumn Fayre Planning Meeting
The Windsor Castle Pub, 98n Kings Road, Windsor,
SL4 2AP

In Attendance

Chair:	Jennifer Kirkpatrick (JK)
Vice Chair:	
Secretary:	Sandrine Le Moal (SLM)
Staff:	Julie Coram (JC)
Treasurer:	
Vice Treasurer:	
Class Representatives:	Fledglings: Cher Rijnaard (CR), Annalies Woodcock, Débora Silva Year 1: Cher Rijnaard (CR) Year 2: Clare Lankester (CL) Year 3: Year 4: Cher Rijnaard (CR), Sandrine Le Moal (SLM), Jane Regan (JR)
Parents:	Sandra Guerrero (SG), Adela Winfield (AW), Lorena Delgado (LD), Helen Rock (HR), Matt Southgate (MS), Dave Wilmott (DW)
Apologies:	Chris Best (CB), Clare O'Connell (CO), Sophie Comas (SC), Sabina Jhanji (SJ), Michaela Spear (MS), Emma Fluskey-Garcia (EFG), Soraya Wells (SW), Antonio Dias (AD), Kiran Sandhu (KS), Hannah Elwell (HE), Robyn Hayward (RH), Emilia Orlean (EO), Annie Lashbrooke (AL)

Agenda:

1. Welcome – Prayer and introductions
2. Apologies
3. Stalls Updates
4. Raffle Prizes Updates
5. Event Publicity
6. Licences, Risk Assessment and First Aid
7. Activities and Volunteers List
8. Fayre Set Up/Ground

1. Welcome – Prayer and introductions

2. Apologies

3. Stalls Updates

We currently have 13 stall holders interested awaiting confirmation out of 16

4. Raffle Prizes Updates

CO has been requesting raffle prizes around Windsor. Any donations from other companies welcome and to be left in the office with Mrs McA

Friends of St Edward's First School



5. Event Publicity

- Hardings Estate has been approached for sponsorship and houses posts. Awaiting a reply however we were made aware that their budget is tight so unlikely to go ahead this time so we need to look at other options. *Update as of 30/09/2019 Hardings can't help us this time so need to look at other options*
- Event advertised on social medias, Hoop.
- Leaflets to be maybe dropped off at pre-schools

6. Licences, Risk Assessment and First Aid

JK to apply for licences and contact MS for risk assessment.
First Aid might be covered by DW which is to be confirmed.

7. Activities and Volunteers List/ 8. Food and Refreshment

Item	Organiser/Lead	Action
1) Games	Fledglings – Michelle Kolodziejska	
Splat the rat Table Pong Tail on Squirrel Key Box Tin Can Alley		Create Autumn Theme Animal Decorate Tins to an Autumn Theme
2) Tombolas Bottles and Sweets	Year 1 - Sandra Guerrero	Speak to Mrs Matthews for ideas on sweet and bottle collections as it is thrift week
3) Toy Market	Year 3 – Lorena Delgado	
4) Food BBQ	Year 4 Simon to buy the food	
5) Refreshments and Toffee Apples	Year 2 - Clare Lankester	
6) Crafts	Year 4 - Annalies	
7) Beauty and Beauty Tombola	Year 1 - Katie	
8) Stalls	Michaela	
9) Entrance	Jen	
10) Tokens sell outside the New Hall	TBC	
11) Raffle	TBC	Need to speak to Claire – Donations to be left in the office for Claire to pick up

Re-introduction to Toffee Apples, Gin Bar?

Volunteers List coming out soon – Volunteers to register via Friends website

9. Fayre Set Up / Ground Plan

A Programme to be put together with Fayre set up and thanks to all companies that have donated to the Fayre

Friends of St Edward's First School



10. AOB

- 10.1 Golden ticket to be added to the Fayre – JK and CR to speak to MS
- 10.2 Raffle tickets to be ordered (Ask Jane Pike)
- 10.3 Container needs to be checked for arts and crafts stock and games
- 10.4 Music entertainment. Thinking about inviting the Windsor Boys or/and Choir (action with JK and CL)
- 10.5 It was noted that we need extra chairs
- 10.6 A programme needs to be put together (AW)
- 10.7 Autumn Theme decorations needed – Action to ask teachers and Mrs Ribbon to help with decorating the classrooms and decorate bird feeders in place of Christmas baubles
- 10.8 Tombola Donations and Mufty Day falls on Thrift week so there is a need to come up with an idea
- 10.9 Tokens will also need to be sold at the entrance of the new hall as all activities there will be token only with stalls token only will need to be specified or on the programme at the gate to avoid confusion
- 10.10 Donations for toy markets will be required
- 10.11 Recycling for Arts and Crafts Stall: Donations of loo rolls needed from parents
- 10.12 Photographer to be booked (action CR and CL)

11. Date of next meeting (s):

16th October 2019 at 7pm @ The School
Fayre Planning Meeting update TBC