

# MINUTES

## Friends of Fir Bank – November Meeting

14<sup>th</sup> of November 2018

### In attendance

Rob Walker, Lucy Reynolds, Lindsey Harrop, Chelsea Greenwood, Jodie Tushingham, Helen Whitehead

### Apologies

Christina Statham

### Review of Halloween disco

Everybody felt the disco was a success and timings worked well again.

### Treasurer's Report

#### Income

Halloween Disco: £331.15 (profit)

#### Spending:

Costs for sports leader kit £117.50

T-shirts for the Polar explorer project app £300.00

### Next event: Christmas Market Monday 10<sup>th</sup> of December 3:30-6pm

### Santa's Grotto

To make sure as many children as possible can see Santa we will be arranging 10 minute slots (with 5 minutes for change over) for 15 children to see Santa at the same time. Santa will talk to them, read a story and ask them whether they have been naughty or nice.

The grotto will be set up in the meeting room.

- As presents we will be buying boy/girl and aged related gifts
- Decorations: set up the meeting room with Santa's chair and light (Lindsey) so that Santa can see. Put out lots of throws and cushions to make it cosy for the children.
- Project picture of a logfire to the wall for extra atmosphere
- Who will be Santa /Santa's helper Leah/Harry Whitehead
- Santa, TBC – check with Mrs Bunting, remember thank you gift for Santa

### Tickets

- Children's tickets for seeing Santa will be £3
- Deadline for buying tickets is the 29<sup>th</sup> November
- Ticket money needs to be put in an envelope marked with the child's name and put into the class box

### Food:

Food can be bought on the night at the prices advertised.

- Hot doughnuts Heather
- 100 x Hot dogs / buns / ketchup Helen/Lindsey
- Tea & Coffee, Hot chocolate Helen/Lindsey
- Mince pies and short bread Helen/Lindsay
- Tuck shop with sweets and soft drinks Lindsey

## Stalls

- Class tables – contents to be confirmed by teachers
- Christmas Quizz £1 each Christina
- Chocolate Card game 50p Christina
- Hook a bauble 50p per go, the bauble can then be decorated and taken home Lindsey
- Decorate a cup cake £1 Helen/Lucy
- Guess how many sweets are in the jar Lindsey
- Bottle & sweets tombola – **None-uniform days will be held on the 23<sup>rd</sup> November for sweets and 30<sup>th</sup> November for bottles**  
All the items will be labelled on the 6<sup>th</sup> December, volunteers welcome.  
Buy raffle tickets Lindsay
- It has been decided to re-introduce external stalls. There will be space for a few more stall holders.  
If anyone is interested please get in touch on facebook or via e-mail.

In order to get the most out of all the stalls we need adults to supervise the activities. We do look for helpers on the day and are grateful for any volunteers.

Create Rota

Lucy

**Raffle Prize:** Co-op Donating a Raffle Hamper

Lindsey

Cash Management:

- Expenses up to £10 will be re-imbursed out of petty cash
- Higher amounts will be paid by cheque.
- Please advise your expenses in advance by Wednesday the 5<sup>th</sup> of December so that your re-imburement is ready on the Monday
- !! Strictly no money is to be taken out of the float boxes because we lose traceability in our accounts!!!

## Dates for your diary:

Christmas Market – 10<sup>th</sup> of December 3:30-6pm

Christmas Afternoon – 13<sup>th</sup> of December which will be organized by staff

Valentines Disco – Friday 8<sup>th</sup> February

Next FOFB meeting date is Wednesday 16<sup>th</sup> January

Parents can contact Friends of Fir Bank via e-mail: [fofbpta@hotmail.co.uk](mailto:fofbpta@hotmail.co.uk)

Visit us on our face book page: <https://www.facebook.com/Friends-of-Fir-Bank-1483230472005087/>

**Kind Regards**

**Lucy Reynolds**