

MINUTES

Friends of Fir Bank – Meeting minutes

13th November 2019

In attendance

Rob Walker, Chelsea Greenwood, Lindsay Harrop, Lucy Reynolds, Leanne Widdall, Helen Whitehead

Apologies

Jodie Tushingam, Christina Statham, Kirsty Saville, Reddy Lenge, Kelly Lohan

Treasurer's Report

Bank Balance at 1st Nov: £1927.93

Income

Halloween Disco income: £377.19

Spending

£700 will be given to school this month for the Robin Wood coach

Review of Halloween disco

Discos went well again and we made a fabulous amount of money, we did struggle on the second disco with only 3 parents but the teachers were able to step in on the tuck shop to help which was great.

Next event: Christmas Market Monday 9th of December 3:30-5:30pm

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.

Mr Walker to confirm where the grotto will be set up?

- As presents we will be buying boy/girl and aged related gifts again – If anybody can help wrap them that would be great?
- Decorations: set up the room as usual with Santa's chair and light (Lindsay) so that Santa can see. Put out some fairy lights, throws and cushions to make it cosy for the children.
- Project picture of a log fire to the wall for extra atmosphere
- Who will be Santa /Santa's helper – Check if Leah or Ellie can do it?
- Santa is confirmed, remember thank you gift for Santa

Tickets

- Children's tickets for seeing Santa will be £3
- Deadline for buying tickets is Thursday 28th 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 – Check with Heather if she can do these on the day?
- 100 x Hot dogs / buns / ketchup
- Tea & Coffee, Hot chocolate
- Mince pies, short bread, cookies – don't buy many as quite a few were left over last year
- Tuck shop with sweets and soft drinks – Leanne is going to do some pre-bagged sweet mixes to see if they sell and help with the queues

Stalls

- Class tables – contents to be confirmed by teachers
- Guess how many sweets are in the jar
- Bottle & sweets tombola – **None-uniform days will be held on the 15th November for sweets and 22nd November for bottles**
All the items will be labelled on the 25th November, volunteers welcome.
Buy raffle tickets Lindsay
- We have 2 external stalls booked for the fair – Toys and cards

Please can you confirm if you are able to attend the event so that we can check if we have enough people to help and if we can have any other PTA stalls?

Raffle Prize: Ask the Co-op if they can donate a Raffle Hamper again Lindsay

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 4th 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 – Monday 9 th of December	3:30-5:30pm
Christmas Afternoon – Thursday 12 th of December which will be organized by staff	13:15-14:45pm
Valentines Disco – Friday 14 th February	15:30-17:45pm

Next FOFB meeting date is Wednesday 22nd January @ 6pm

Parents can contact Friends of Fir Bank via e-mail: fofbpta@hotmail.co.uk

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

Kind Regards

Lucy Reynolds