

Friends of Dove Bank Meeting
Wednesday 6th November 2019

Persons present:- Rachel Cox (Chair person) Rachel Baker (Secretary) Amanda Whittingham (PR person) Sylwia Dobrzeniecka (Temporary treasurer) Mrs Davies (School lead) Michelle Tomlinson

Apologies:-

Mr Cheeseman, Claire Wheeler and Mitzi Moran

Previous minutes

Agreed as an accurate reflection. All actions were related to the Halloween disco therefore no longer applicable

Reflection on Halloween Disco

We thought it went well and people seem to be giving positive feedback, to note for any future events to ensure that hot plate remains on timer and that we provide black bags as ones in kitchen are for catering use only. Currently overall we have 20 volunteers on the list to support future events.

Action : RB to email helpers on list to see who can help out at Christmas event or set up etc

Setting up a bank account:-

There was a brief overview of the group and setting up of its status, it was agreed that the discussion regarding the practicalities of the group will be moved to a meeting in the New Year. Claire Wheeler has looked into opening a bank account for Friends of Dove Bank however it was discussed to do this in the New Year and until then a query was raised for us to pay Christmas fair monies into school account.

Action : Mrs Davies to discuss with school office to confirm

External Stalls for Christmas Fair:-

4 confirmed stalls and 2 –pending, Stall holders will be asked to pay a cheque to the school to reserve their stall.

RA to contact Body Shop consultant to see if they are interested

MT to speak with Cathy regarding chocolate stall

Action : Mrs Davies to confirm cheques can be paid to school

Once confirmed RB to send confirmation letter and details to stall holders

MT sharing previous booking forms and list of previous external stall holders

Internal Stalls and approx volunteers needed to run stalls:-

The following stalls were agreed

~Tombola- 4 people

Suggest that we seek tombola prizes via a dress down day for the children.

Mrs Davies to discuss with school

~Raffle- 2 people

~Visiting Santa- Mr S Claus and 2 helpers (elf costume compulsory)

Action : Mrs Davies to confirm Santa

RB to enquire regarding sledge

AW to contact local superstores regarding selection boxes

To seek help regarding wrapping of selection boxes

Previously managed in slots – ?to utilise previous template – Discuss at future meeting

- ~Reindeer hoopla- 1 person

~Christmas crackers – Mrs Davies to enquire with school

~Name the elf- 1-2 people ?children to do this?

~Sweet tombola using cups-

Action: Mrs Davies to confirm with school

Amanda to sort flyer with instructions and cups

~Golden Carrot – 1 person

48 Bauble making kits in the cupboard- could we purchase some more to use at the fair?

~Colouring competition (in school) prize given?

~ Speak to Mrs Goode –to ask about the school choir performing?

Action : Mrs Davies to enquire regarding baubles, school choir and colouring competition

Face painting MT to speak to Cathy about attending

~Glitter tattoos (we have a school kit) 1-2 people

~Bottle stall (guess which is wine)

Agreed an entrance fee of 50p adults, children free. This would entitle the entrant to a raffle ticket to win a hamper. Discussed the committee and teaching staff to provide the hamper

Action: Mrs Davies to confirm with teaching staff they were happy to contribute to a hamper.

Food / Refreshments

It was agreed for this year that we would offer mince pies / cup cakes / sausage rolls
Tea, coffee, mulled apple juice? Hot chocolate stand?

Action : Ask parents to donate cupcakes (150)/ mince pies (250)
RC to enquire at local farm shop regarding price for 150 sausage rolls
Purchase bags for families to purchase to take home

Advertising

Flyer to be designed and Poster for event, AW to design – to discuss at future meeting where to advertise.

Raffle

Rachel B to contact companies for donations/ prizes etc - a list has been created but more ideas to be shared

Due to meeting close at 8pm it was agreed that the outstanding agenda items to be completed on Monday 18th November at 7pm