

Friends of Staveley School meeting Thursday 3rd November

Attendees Leanne Procter (LP), Wendy McCulloch (WM), Rachael Trantor (RT), Sally Tesseyman (ST), Claire Dennis (CD), Thomo Quinn (TQ), Emma Summersgill (ES)

Item	Minutes	Actions
1	<p>Christmas hampers. Stickers in to school planners asking for contributions. Raffle tickets agreed £1. Can only sell personally at events.</p> <p>Need volunteers to sell tickets at disco, nativity and at carols around the tree</p>	<p>ES and CD to spend morning at school on Tues 22nd November. LP to print stickers LP to make up hampers</p>
2	<p>Children in Need coffee morning 18th November</p>	<p>LP to run ES print posters to display in village</p>
3	<p>Christmas Tree ideally to be 7ft</p>	<p>RT to source tree</p>
4	<p>Books for children – Mark Holt to buy</p>	<p>WM and RT to wrap</p>
5	<p>Father Christmas Christmas crackers for lunch FOSS to buy</p>	<p>LP to arrange</p>
6	<p>25th November school open morning for prospective parents 9.30 – 11.30. FOSS to have a table</p>	<p>Print out what FOSS funded this year – any other ideas...</p>
7	<p>School disco Friday 2nd December Village Hall 6-8pm Ticket price same as Halloween disco £3.50 to include hot dog and soft drink – Rachael Trantor to print, Leanne to email template</p> <p>Leanne booked and paid for DJ</p> <p>Access to set up from 4pm on Friday 2nd Claire Dennis has keys. Volunteers to help decorate village hall and set up tables, bar etc Claire Gardner, Thomo Quinn, Amy Steward and Ruth Sowray to set up in addition to committee members who can help</p> <p>Sarah Brophy unable to help on night but will put together paper plates and serviettes.</p> <p>Entrance to ask Katie Tennant to do also to sell raffle tickets for hampers.</p> <p>Bar – Wendy and Rachael to run – Leanne will buy mini bottles of wine (request no cab sauv!) prosecco, beers and soft. Water.</p>	<p>RT LP</p> <p>LP</p> <p>CD</p> <p>CG, TQ, AS, RS</p> <p>WM RT LP</p>

	<p>Leanne emailed Mark Holt for license</p> <p>Soft drinks suggested fruit shoots with marker pen for children to initial Glass hire from Morrisons</p> <p>All tickets include hot dog – Daniel Parry at Royal Oak kindly offered to donate – needs numbers 2 days prior 01423 340267</p> <p>Helpers on the evening – Sheila, Dorothy, Rachael Beckley, Natasha – agreed we must give jobs as people have offered to help. Sheila and Dorothy to serve food</p> <p>Attractions on the evening – face painting older girls might like to do also nails – to ask Claire Gardner and Emma (Lazenby?) to do face painting. Tuck shop selling crisps, sweets etc as popular at youth club.</p> <p>Stations need floats – Bar, tuck shop – any others? To ask Mark Holt for floats and systems for reimbursement of expenses – is there a code needed/form to complete? To ask Mark for reimbursement within 14 days of expenses being submitted – clarification needed on system for out of pocket expenses.</p> <p>OUTSTANDING – Prize for best dressed competition Decorations – any new ones needed? Collection of order forms and distribute tickets Ketchup and mustard – check at school from BBQ Serviettes, nibbles, tuck shop, juice, paper plates to buy. Christmas paper cups? Bin bags, knives and forks from school</p>	<p>ES</p> <p>ES</p> <p>MH – please advise</p> <p>To email people re jobs at the disco.</p>
8	<p>FUTURE</p> <p>Distribute Christmas cards Buy crackers and table decorations for Christmas lunch</p> <p>Easter</p> <p>July BBQ</p> <p>Next meeting date not discussed</p>	<p>Lots of volunteers needed and to be discussed well in advance</p> <p>Any feedback on preferred times/venues/days</p>

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