



## Minutes of meeting – 4<sup>th</sup> October 2016

### PRESENT:

Maria, Katie, Margaret, Angela, Nicola, Tanya.

### FORTHCOMING EVENTS:

- MacMillan Coffee afternoon, Friday 29<sup>th</sup> Sept. All helpers welcome from 1pm onwards. All donations of cakes, biscuits, etc. welcome.
- Halloween Disco: 19<sup>th</sup> October, 5.45 – 7pm, £1.50 entrance fee. Shaun is booked and he will judge the fancy dress competition.
- Prizes for the fancy dress at the disco are:
  - Nursery – *Julie Maguire*
  - Reception – *Tanya*
  - Year 1 – *Margaret*
  - Year 2 – *Maria*
  - Year 3 – *Angela*
  - Year 4 – *Nicola*
  - Year 5 – *Tracey Hall*
  - Year 6 – *Katie*If you haven't been asked to get a prize but would like to do so, please feel free - spare prizes are always welcome. Prizes to be worth £2 (ish) and brought to school before 19<sup>th</sup> Oct.
- Glo bangles and some small Halloween trinkets will be for sale, *Nicola* to run this stall.
- Tuck shop – *Tanya* to purchase items for the tuck shop, no children will be allowed into the kitchen during the disco. Tuck to include ice pops and more bin bags.
- Photos – *Maria* to see if it's feasible to take photos on the night, 50p per photo.
- Floats – *Katie* will prepare floats for tuck shop, glo bangles & entrance.
- Entrance – a member of staff will "man" the entrance and there will be a teacher or FOSC person on the main door throughout the disco.
- Extra bins in the hall, Shaun will call for a rubbish clean-up 10 minutes before the end of the disco.
- Bag2School has been booked for Tuesday 7<sup>th</sup> November, 9am. Bags to go out 2 weeks beforehand.
- Bonfire Night at St. Cuthbert's Centre – waiting for parish to confirm date. FOSC to help with hot dogs, tea & coffee. FOSC receive a donation from this event.

### ST. CUTHBERT'S CHRISTMAS MARKET– 2<sup>nd</sup> December, 12-3pm.

- Thought we'd try a Christmas Market this year. Gone back to Saturday, as it was more profitable.
- Grand Draw to be drawn at 2pm.
- Non-uniform day to collect bottles for the tombola, *Mrs Donnelly* to confirm date.
- School crafts sessions to be run for the children with FOSC members at lunchtime or after school for the 2 weeks beforehand. A selection of 4 / 5 different crafts, e.g. Reindeer hot chocolate, magic reindeer food, etc.
- School choir will be asked to sing before the Grand Draw. *Tanya* to ask *Mrs Donnelly*.
- Santa, Mrs Claus & the Elves to be invited. *Tanya* to organise.
- Santa's gifts - selection boxes. *Katie* to organise.
- Santa slots will be sold at parents evening. *Tanya* to ask *Mrs Ringwood* if she could help with this.
- Refreshments list given to each class teacher for parents evening.
- Christmas tree outside Santa's grotto, with Santa baubles for sale on it.
- Christmas themed fancy dress for children. Winner to be selected before the Grand Draw. Mrs Claus to judge.
- Stalls from the parish to be used, these can be decorated to make it more like a market. *Tanya* to ask parish.
- Grand Draw – a request for Grand Draw prizes will be sent out in the next week or so. Cash prize of £250 for the main prize. FOSC will purchase a tablet. Children's hampers from *Nicola* & *Katie* & adult hamper from *Margaret* & *Clare*. Christmas cake from *Tanya*. Michelle Fowler voucher. *Tanya* to ask *Eddie Chester* for a painting. Crook



Hall &/ Botanic Gardens for an annual pass – Tanya. Smyth's voucher for £25. Christmas teddy – Katie. Bottle of whiskey, box of chocolates, Weatherspoon's voucher. *Maria* will send out a request for prizes.

- *Tanya* to ask Mrs Hollins to make a cake for a raffle. FOSC will pay for the cake.
- Pound-for-pound scheme – if anyone can help with this or knows of anyone who can help please let *Maria* know.
- All stalls to be decorated with green & red tablecloths – FOSC to purchase, and Christmas decorations.
- Christmas music in the background.
- **Stalls:**

Grand Draw Tickets

Bottle tombola – (bottles in bags from non-uniform day)

Chocolate tombola - (donations & FOSC to purchase, all items wrapped, 0 wins a larger item, 5 wins a smaller item)

Adult tombola – send out a request for items

Adopt-a-teddy

Craft stall – *staff & pupils*

Sweet cart – Angela to purchase sweets

Sally Cinnamon – *Marie Gregory to ask*

Wood4U – *Mrs Donnelly to ask*

Christmas owls & hedgehogs – *Helen (tombola or sale)*

Pocket money stall – *Tanya & Maria to ask Mrs S Hall for advice*

Jewellery stall – *Maria to contact Karen Hall*

Christmas wreaths – orders for wreaths can be taken, Wreath fair in St Cuthbert's centre the following weekend.

Christmas homemade produce – individual Christmas cakes, puddings, mince pies, shortbread, Santa gingerbread, small pots of cranberry sauce, mincemeat, etc. Volunteers needed to make some of these items. FOSC to organise decorative wrapping.

Refreshments – pie, sausage rolls, cheese scones, mince pies, fruit scones, small cakes, tea, coffee, juice.

*Tanya* to ask Mrs Brown to make pies.

Sleigh – Nicola to try to source a sleigh for Santa

**Maria oversee the whole event and will not man a stall, hopefully this will ensure less hassle.**

**Games** – Spin to Win / Higher - Lower / Hoopla – hook the reindeer, etc., needed to help on all games.

- List of refreshment items to be available for parents' evenings. *Tanya* to print.
- Grand Draw tickets will be given out at the beginning of Nov.
- Advertise the event – *Nicola* will put the event on Facebook, *Maria* will put it into Out & About magazine, *Tanya* to get it onto the school website & newsletter.

## ANY OTHER BUSINESS

- Christmas ball / disco on Sat. 16<sup>th</sup> December, in the St Cuthbert's Centre. It's a new suggestion, what does anyone thing?
- Volunteers needed for the Christmas party on 21<sup>st</sup> December.
- FOSC to buy Christmas Crackers for the Christmas party – please buy any bargain crackers & FOSC will reimburse you.
- Pantomime will be performed in school on 8<sup>th</sup> Dec. FOSC to supply an ice cream per child. *Maria* to purchase, volunteers needed to distribute ice creams.
- Mini-Vinnies & JMT to hold their Christmas buffet. *Mrs Donnelly / Ms McElhone* to confirm date.
- Next meeting on Monday 6<sup>th</sup> Nov. 9am in the St Cuthbert's Centre. All welcome.