



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

### PRESENT:

Maria Crawford (Chair), Tanya Devereux (secretary), Julie Maguire, Nicola Armstrong (ass. Secretary).

### APOLOGIES FOR ABSENCE:

Joanne Richards, Rosaleen Donnelly, Marie Gregory

### MATTERS ARISING:

- Huge thanks to all who baked, helped and attended the MacMillan Coffee afternoon, we raised £437.40. It was great to have so many helpers on the day.

### CORRESPONDENCE:

- Christmas Card fund raiser from fundraisingcreations
- Christmas craft fund raiser from Art Screen Prints
- Bank statement received & letter
- Baker Ross catalogue – Tanya reviewed, picked out items for discos & school.

### FORTHCOMING EVENTS:

- Halloween Disco: 20<sup>th</sup> October, 5.45 – 7pm. Shaun is booked and he will judge the fancy dress competition.
- Prizes for the fancy dress at the disco are:
  - Nursery – *Tanya Devereux*
  - Reception – *Maria Crawford*
  - Year 1 – *Angela Power*
  - Year 2 – *Tracey Hall*
  - Year 3 – *Nicola Armstrong*
  - Year 4 – *Joanne Richards*
  - Year 5 – *Katie Gosling*
  - Year 6 – *Clare Hayes**Julie Maguire* will purchase a spare prize.  
Prizes to be worth £2 (ish) and brought to school before 20<sup>th</sup> Oct.
- Glo bangles and some small Halloween trinkets have 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.
- Floats – *Katie* will prepare floats for tuck shop, glo bangles & entrance.
- Entrance – a member of staff will “man” the entrance.
- Bin signs to be displayed in the hall.
- Bag2School – *Maria* to book a collection for November.
- Bonfire Night at St. Cuthbert's Centre – 5<sup>th</sup> November, 6pm. FOSC have been asked to help with the hot dogs & refreshments. All helpers welcome. *Tanya* will purchase the hot dogs & juice. Tea & coffee provided by the centre. *Tanya* to ask *Mrs Ringwood* for spare milk before buying any. All profits will go towards Fr Ejaz's orphanage in Pakistan.
- Race Night in school – *Mrs Donnelly* to confirm date.



## Winter Festival – 2<sup>nd</sup> December, 3.15-6.00pm.

- The Winter Festival will replace the Christmas Fayre this year, the money raised will pay for the Beauty & the Beast performance in school.
- Entrance fee of £1 per adult, includes a glass of mulled wine & mince pie. Children free.
- Non-uniform day to collect bottles for the tombola, *Mrs Donnelly* to confirm date.
- New banner to be ordered. *Tanya* to organise with *Katie Gosling* & *Mrs Gregory*.
- Whole school craft morning on 2<sup>nd</sup> Dec. Crafts will be available to buy at the Winter Festival later that day.
- *Julie Maguire* to check out some ideas for crafts for each class. Staff can give a list of what they need to FOSC, as FOSC can purchase in bulk and it's a very busy time for staff.
- School choir will be asked to sing during the Winter Festival and the children who are part of Natural High will be asked to perform some of their Christmas Carols. *Maria* to ask *Mrs Donnelly*.
- Santa & Mrs Claus will be invited. *Tanya* to ask Santa if he would like to come for lunch and could starting meeting with the KS2 children in the afternoon. Younger children could be given later time slots when their parents/carers are there to accompany them.
- Santa's gifts – *Nicola* to contact the supermarkets. Any ideas for gifts welcome.
- Santa slots will be sold at parents evening, as per last year. *Tanya* to ask *Mrs Ringwood* if she could help with this.
- Grand Draw – a request for Grand Draw prizes will be sent out in the next week or so. *Maria* will email some local companies. We have had a donation of £250 for the main prize. FOSC will purchase a tablet. Children's hamper & adult hamper from *Nicola*. Christmas cake from *Tanya*. Michelle Fowler voucher. Christmas Bouquet – *Nicola* to contact florist. We need at least 10 prizes; tickets to be printed before or over half term.
- *Mr. Gray* suggested that we have a cake auction. He is happy to be the auctioneer. The children & their families will be asked to create a Winter Festival themed cake for the auction. Auction to start at 4pm, Grand Draw will follow the auction.

### • Stalls:

Grand Draw Tickets - ?

Santa, Mrs Claus & elves

Bottle tombola – *Julie Maguire* (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)

Craft stall – *staff & pupils*

Sweet cart – ?

Face painting - *Anna Guy* & *Tracey Hall* (do we need to purchase more paints?)

Christmas cards & gifts – *Marie Gregory*

Wood4U – *Wood4U* will man their stall & donate a prize

Christmas owls & hedgehogs – *Helen*

Christmas wreaths - ? (maybe part of craft morning)

Hot Chestnuts - ?

Christmas produce - ? (*Tanya* to ask *Mrs Brown* if she knows anyone who makes individual cakes, puddings, jars of cranberry sauce, brandy butter, etc.)

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

*Tanya* to ask *Mrs Brown* to make pie & sausage rolls. *Tanya* & ?

Stalls to be decorated by stall holders.

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

**Games** – Spot Santa (a bit like Where's Wally) / Hook the Bauble / Tinsel Pull / Hoopla – hook the antler / Feed Santa (throw a plastic mince pie into Santa's mouth). Volunteers needed to help on all games.

- Elves – *Tanya* to ask if Elves will be able to attend and assist Santa this year.
- List of sweet items to be available for parents' evenings. *Tanya* to print.



- Grand Draw tickets will be given out at the beginning of Nov. There will be a prize for the class selling the most tickets and the individual selling the most tickets.

## ANY OTHER BUSINESS

- Sunday Mass will be held in the school on 6<sup>th</sup> Nov. Any volunteers to help with tea & coffee afterwards would be great.
- Volunteers needed for the Christmas party on 15<sup>th</sup> December.
- FOSC to buy Christmas Crackers for the Christmas party – please buy any bargain crackers & FOSC will reimburse you.
- Beauty & the Beast 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.
- FOSC have been asked to produce information leaflets about each of the events that they run, as some of the newer families are unaware of what the events are and why they are being run.
- Mini-Vinnies & JMT to hold their Christmas buffet. *Mrs Donnelly / Ms McElhone* to confirm date.
- FOSC Christmas do – there was a suggestion of Afternoon Tea in Whitworth Hall. Anyone who is interested please contact *Maria or Tanya* with suggestions of dates.
- Foundation may have a Colour Run in the autumn term, to raise money for new outdoor equipment. Further details will follow.
- A Mud Run has been penciled in for the Spring / Summer Term to raise funds for a running track on the sports field.

**The planned AGM did not take place, as not enough people attended the meeting. Tanya will send a Doodle to arrange the next meeting in November.**