

## Friends Meeting 3rd/4th Nov 2016

Sally Britton  
Marion Duller  
Bryony Davis  
Joanne Edwards  
Sophie Whitcombe  
Zoe Wilson  
Jess Gwyther

Lisa Summerfield  
Lucia Cooke  
Kelly Bryant

### Christmas Cards

Orders need to be returned by Friday Nov 11

We get over 33% profit so this is good to promote

Action Bryony to check with Maria what the Friends need to do to help with the orders. Bryony, Donna & Rachael.

Orders should be back in school by Friday Nov 25

Photos of the Friends Team are now on disc – Maria will arrange for these to be sent to us to put onto Facebook & we can ask Jenny Warren to put photos onto the website.

Action Anyone who didn't have their photo taken when the School photographer was to contact Maria to get a photo done that can be uploaded.

100 Club = approx 80 members.

Action – after Christmas do a big push on this as not much publicity & then maybe we can push this up to the 125 club!

### Discos

YR disco up to 56 tickets sold.

Action Lucia to post a reminder out to groups. Lucia will also sell tickets on Monday. Sally to sell on Tuesday.

Lights – 1 set ordered to check ok.

Action Marian - 3 more sets to be ordered.

Mrs Edwards is sharing info about the discos & other fund raising items with the other teachers.

Jess is going to bag all of the sweet bags for all 3 discos.

Jess is arranging CD's for the discos.

Mrs Edwards is drawing up a list of the favourite wake and shake songs.

Helpers are to arrive for around 2.45.

Action Sally to check when the hall is free on Wednesday afternoons

Suggested 2 helpers per class to help hand out sweet bags & assist teachers getting the children to the Hall.

Action Sally to get plastic cups for the Discos

Friday nov 25 – non-uniform day in exchange for chocolate – this will be used for the chocolate tombola stall.

Friday December 16 – non-uniform day. Dress up for Winter Wonderland - £1 per child & 50% of donations will go to the NSPCC Also ensuring that HAJ will have the same

Teas/Coffees & Mince Pies at Christmas Performances  
50p per drink & mince pie

YR Performances & Y1&2 afternoon performances  
Marian has confirmed that the afternoon timings will be b/fwd to 2.15 to allow enough time for drinks etc after the performances.

Y1 & Y2 Morning Performances  
Marian has confirmed that teas/coffees will be offered after the performances. Not before as originally planned.

Bryony & Lucia will man the class 2 performance

Lisa will man both Y1 performances  
Sophie will man Y1 Tues afternoon performance  
Kelly will man Y1 Weds morning performance

Sally will man both Y2 performances  
Action – check who else could be available to man Christmas performances

Christmas Fayre

Name The Bear Stall  
Lucia has a list of 300 names.  
50p per guess.  
Suggested that Miss Christopher choose a random name.

Action Bryony to get boxes for lucky dip

Reindeer Food  
Lucia to liaise with Katy & help prepare.  
Bookers didn't have any edible glitter  
Lucia has some labels that can be copied

Mulled Wine  
Action Sophie to check with Asda to see if they can donate any bottles  
Action Sally to check with Ryan from Tesco's to see if they can donate any mulled wine as well  
Sally also suggested getting some non-alcoholic Glogg from Ikea as an alternative to Mulled Wine.

Kate Lewis is in charge of tea/coffees/mulled wine/cake/mince pies  
Probably need up to 4 helpers per hour to run this.

Father Christmas

Complete visits of groups of 8-10 for 10 min slots. Pre-book 6 per slot

Pre-book Santa slots. Leave some available for the day

Cost 1.50 per child. Present to be a chocolate selection box.

Action – to check cost at Bookers – this is cheaper but they only had 1 box of 24 left. Will make another visit & if necessary purchase from Asda/Tescos.

Will need help to wrap selection boxes.

The Rainbow room will be used as a holding/waiting area for Santa where there will be colouring etc available. Sophie will be running this along with any other helpers.

Action Lucia & Lisa have some Christmas colouring sheets to bring in

### Santa's Grotto Room

Kelly will lead decorating the grotto with help from her husband.

Kelly may also be getting a donation of a present from Aardman Animations.

Disco lights & any spare fairy lights will be used for the room.

The grotto will be set up on the Friday evening.

Action – Lucia to find prizes for games.

Rudolphs Carrots – lucky dip – the gold tips win a prize. 50p a go

Hook a Christmas Bauble – 50p a go

General Lucky Dip £1 a go – prizes Hair Clips for girls (leftover stock from HAJ prizes for boys paper aeroplanes, parachute figures, punch balloons

Bags of Sweets to be sold – these can be made up in advance & sold in various areas.

Action Sally to check if Elliot Room could be used as a buggy park? Leave at own risk.

Craft Room – Donna leading.

Action – Sally to liaise with Donna Spear

Face Painting – Zoe Wilson leading – request placed to see if anyone else can volunteer to do. Zoe will be purchasing Snazaroo paints to be used.

Tattoos – Katy/Lisa leading

Nails – Rachael leading

Chocolate Tombola – Jess leading

Need to ensure we have enough raffle tickets & get folding.

Marian will be completing some sign up sheets for all of the stalls & helpers required.

Miss Bennett has completed a sign up sheet for the teachers to man the classroom where they will be selling the christmas crafts/decorations made in school.

Cake donations will be requested for Friday Dec 2

Sign up sheets will be available at the Parents Evenings, at the school discos & when selling disco tickets.

Action Sally to check with Miss Bennett time of choir performance. Update Miss B has confirmed that this will be at 1.30. Year 1 first of all & then Year 2. One song each – total time approx 10 mins.

Roughly estimated that we will need 14 helpers in total per half hour slot.