

**Friends of Stanford School Committee Meeting**

**Tuesday 12<sup>th</sup> November 2013 – Winter Wonderland**

Present: Lee Browning, Andy Hill, Sharon Hill, Marie Browning, Lorna Williams, Eva Geekie, Cathy Mullen, Emma Farthing, Vicky Summers.

Apologies: Nina Stillion, Jayne Santacana, Amanda Willis.

	Item / Action	Who?	When?																								
1.	<u>Previous Minutes</u> All items (other than Winter Wonderland) from previous minutes are carried over to next meeting (see note below regarding Xmas Hampers).	-	Ongoing																								
1.1	<p><u>Xmas Hampers:</u> SH to ask Mrs Willis to ask each class (via a note to parents) if the children would kindly please bring donations to school on Friday 29<sup>th</sup> November on Non-Uniform Day for the Xmas Raffle. LW and EG offered to sort the donations. Donations for each hamper need to be collected by the person wrapping each hamper on 29<sup>th</sup> November and wrapped by Wednesday 4<sup>th</sup> December in time for first Xmas Performance (on 5<sup>th</sup> December). Please remember to wrap a shoe box with a slot cut in the top and labeled with the name of the hamper for the raffle slips. A volunteer is required to take the Hampers to the church before KS2 Nativity play on December 5<sup>th</sup>.</p> <table border="1"> <thead> <tr> <th><i>Class</i></th> <th><i>Hamper</i></th> <th><i>Wrapping Volunteer</i></th> </tr> </thead> <tbody> <tr> <td>Foundation Class</td> <td>Chocolate</td> <td>Eva</td> </tr> <tr> <td>YR 1</td> <td>Toys</td> <td>Nina (Boys' Toys)</td> </tr> <tr> <td>YR 2</td> <td>Xmas</td> <td>Lorna</td> </tr> <tr> <td>YR 3</td> <td>Xmas</td> <td>Sharon</td> </tr> <tr> <td>YR 4</td> <td>Pamper</td> <td>Vicky</td> </tr> <tr> <td>YR 5</td> <td>Toys</td> <td>Emma (Girls' Toys)</td> </tr> <tr> <td>YR 6</td> <td>Drink</td> <td>Cathy</td> </tr> </tbody> </table>	<i>Class</i>	<i>Hamper</i>	<i>Wrapping Volunteer</i>	Foundation Class	Chocolate	Eva	YR 1	Toys	Nina (Boys' Toys)	YR 2	Xmas	Lorna	YR 3	Xmas	Sharon	YR 4	Pamper	Vicky	YR 5	Toys	Emma (Girls' Toys)	YR 6	Drink	Cathy	SH / AW  LW / EG          EG NS LW SH VS EF CM	29 <sup>th</sup> Nov
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2	<p><u>Other Matters Arising:</u> Play Equipment: Total cost of the play equipment to replace the Pirate Ship play area, add a seated pergola area, along with surfacing and equipment to go in the middle of both trim trails – tipis, spring jumps and tangle tree climber will be £19.5K. A grant from PPC for £8.5K has been raised, with the remainder to be divided between school and FOSS. A discussion took place where it was agreed that this was a worthy project that should be discussed in detail (and a vote taken) following the Winter Wonderland.  Hall Lighting: The costs for lighting were circulated with a breakdown into</p>																										

	phases eg the cost of the first phase of rigging would be £1700. Again, this first phase to be discussed in detail following the Winter Wonderland.		
3	<p><u>Winter Wonderland on Friday 29<sup>th</sup> November 5pm – 9pm:</u></p> <p><i>Set-Up:-</i> For FOSS members who are able, please meet as early as possible on Friday 29<sup>th</sup> November to help with set-up.</p> <p>EG to organize an individual float for each stall etc.</p> <p>LW offered to gather a list of prices and pass to AH for laminating.</p> <p><i>Ice Rink – Bookings / Training / PA system / Set-up:-</i> LB has paid the deposit for the Ice Rink. The remainder is still to pay closer to the day.</p> <p>A time sheet with a letter to ask if parents will volunteer has gone to SITV parents, and bookings are coming in.</p> <p>The installation of the ice rink will begin in the KS2 playground the day before from 11am for 4-5hours – AH to cover.</p> <p>LW, JS, LB, AH and Mr Godwin have volunteered to be trained by ice rink staff. Would AW please ask if some teachers would also like to be trained? LB offered to send out an email with the time that training will take place.</p> <p>A PA System is included with the rental of the ice rink. AH &amp; LB to operate.</p> <p>A Gazebo for cover when changing into skates and mats + benches are supplied with the ice rink.</p> <p><i>Volunteers to staff the ice rink:</i> NS to coordinate evening Ice Skating slots at £4/person for 25 minutes plus 5 minutes to change into boots. JS, AH + 1 parent to help with the ice rink on the night.</p> <p><i>Outdoor Lighting:-</i> MB has organized lighting from TVE to include 4 x tripod lights + 3 festoons of lights. AH offered to speak with David Bailey for advice about lighting for KS2 playground.</p> <p><i>Pot of Gold:-</i> EG has volunteered to run a “Pot-of-Gold” (and to be “Floating Staff”).</p> <p><i>Publicity:-</i> MB &amp; SH offered to put an events page on Facebook.</p>	<p>ALL</p> <p>EG</p> <p>LW / AH</p> <p>LB</p> <p>AH</p> <p>LW, JS, LB, AH, AW</p> <p>AH / LB</p> <p>JS, AH</p> <p>MB</p> <p>AH</p> <p>EG</p> <p>MB / SH</p>	

	<p><i>Stalls and lighting:</i> Gazebo – AH &amp; SH offered to organize 7 or 8 gazebos from school. EG has offered to bring a spare gazebo.</p> <p><i>Decorations:-</i> LB &amp; MB to organize collection of Xmas Tree. Preschool have offered to lend FOSS Xmas decorations. EG to find out about snowflake decorations.</p> <p><u>Invited Stalls (Crafts etc.) at £10 per stall up front:-</u> Of the 5 invited stalls (including 2 x Jewellery, Glam Originals, Phoenix Cards and 1 other stall) 3 are confirmed. Stall holders can bring their own lights if they wish. NS has offered to continue to take bookings for stalls. LW asked school's neighbour if he would like a stall CM to ask if the Church choir would like to come along and sing carols (or similar). SH to ask SITV Handbell Ringers again.</p> <p><u>FOSS stalls:-</u> LW offered to send out a matrix showing who will staff each stall on the night to include FOSS Committee members and willing parents.</p> <p>- Hot Food and Drink Stall Hot food to include:</p> <ul style="list-style-type: none"> <li>• mulled wine,</li> <li>• mince pies,</li> <li>• hot chocolate,</li> <li>• tea and coffee (milk + sugar),</li> <li>• hot dogs,</li> <li>• jacket potatoes with fillings (butter, cheese, chilli, beans??).</li> <li>• Polystyrene cups, straws napkins and plastic forks are needed.</li> </ul> <p>There is a supply of food trays from a previous event that can be used.</p> <p>LB's Family and Friends have volunteered to staff this stall - thanks. VS has offered to help on the night. LB &amp; MB offered to shop for the food.</p> <p>- Bar LB &amp; MB offered to shop for the bar drink including use of Ocado voucher and deals. LW has suggested a rota of parents and committee members so that 3 people cover the bar throughout the evening.</p> <p>- Raffle: MB has organized prizes as follows – box of booze, food hamper, free MOT, scooter, Peppa Pig toy, ipod dock, heart FM bag, book hamper, free</p>	<p>AH / SH EG</p> <p>LB / MB EG</p> <p>NS LW CM</p> <p>SH</p> <p>LW</p> <p>LB VS LB / MB</p> <p>LB / MB LW</p> <p>MB</p>	
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	<p>gym membership for two months, ½ price kids’ party, ½ price swimming lessons, garden centre plant.  EG volunteered to make a form for raffle tickets to include name and email. £1 per ticket.  MB offered to run this stall. If possible, tickets to go on sale at sharing assembly on Friday 15<sup>th</sup> November. Ice rink booking sheets also to be available.</p> <p>- Children’s Pocket Money and Sweet Stall:  Possible toys and sweets include:</p> <ul style="list-style-type: none"> <li>• Flashing toys,</li> <li>• Punchballs,</li> <li>• Glowsticks,</li> <li>• Popcorn, and</li> <li>• Square Drinks (orange or blackcurrant?).</li> <li>• AW has ordered Candy Floss.</li> <li>• LB offered to ask about Toffee Apples.</li> </ul> <p>SH &amp; MB offered to run this stall.  SH offered to discuss with NS what stock to get for the Children’s stall.</p> <p>- Lucky Dip:  CM to organize to wrap prizes for lucky dip. EF offered to run lucky dip stall. 50p a go.</p> <p>- Face Painting:  A willing parent has volunteered to run a face painting stall – thanks!  SH to ask NS whether tattoos can be ordered.</p> <p>- Guess the weight of the cake:-  EG offered to bake a cake and draft a form for a “Guess the weight of the cake” stall.</p> <p><u>School Stalls:-</u></p> <p>- Santa’s Grotto:  AW has offered to arrange for Santa to be present and to decorate a grotto. A parent has offered to allow FOSS to borrow some decorations which include reindeers and lights.  LW &amp; NS offered to organize the books for prizes.  CM has organized a photographer for Santa’s Grotto. CM will speak with the photographer about a system to allow photos to be sent to families.  LW to sort out a form for emails and raffle tickets.  LW offered to look after Santa and the photographer on the night.  £3 per child.</p> <p>- School Choir:  SH to ask AW when would the choir like to sing?</p>	<p>EG</p> <p>MB</p> <p>LB  SH / MB  SH / NS</p> <p>CM / EF</p> <p>KA  SH / NS</p> <p>EG</p> <p>AW</p> <p>LW / NS  CM</p> <p>LW  LW</p> <p>SH / AW</p>	
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	<p>- Other School Stalls and Performances: SH to ask AW for suggestions from School Clubs and Classes for example School Radio Station Music, school craft stall (Xmas candle logs?) or Gardening Club for school stalls and/or entertainment?</p> <p><i>Thank you:-</i> A thank you to be organized via either Xmas cards or Parish Newsletter for everyone who kindly offered help for the Winter Wonderland.</p>	TBC	
4	<b>Next Meeting Monday 25<sup>th</sup> November at 8pm</b>	ALL	12 <sup>th</sup> Nov