



Minutes from Friends meeting 27/4/22

Attendance:

Alex Perrett (treasurer)
Caroline Rashbrook (secretary)
Mr Dillon (Head)
Sarah Pitcher (parent volunteer)
Lucy Potter (chair)

Summer fair

Lucy has gone through Alex's spreadsheet of contacts regarding entertainment and not had replies. Also, she discovered that she had missed a list Alex had sent. So this needs to be worked on. Caroline will contact South Hill Park and follow up Lucy's contact with Artemis.

Mr Dillon confirmed that he would look into Years 1 – 4 displays on the day, with the teachers. Sarah advised that it would be a good idea for these to spread out during the day. As an hour slot was too rushed.

Mr Dillon also suggested that teachers would be able to cover some of the stall time if they would like to. Lucy to email him with an email regarding this and a sign up sheet. He will speak to the teachers on our behalf. He hopes they would be able to cover 1-2 hour shifts on various stalls. Lucy suggested the cover of all the Big on Bouncing equipment as an idea.

Lucy has asked Mrs Lacey to speak to Mrs Davies re a display of the choir's young voices set. She has not had any feedback as yet. Mr Dillon will follow this up on our behalf.

First aiders are needed. It is a possibility Caroline may have her certificate updated in time. But we need to do a parent shout out for this. Need to make sure we have one on site during the event. Also to check our insurance to confirm.

Agreed that Berkshire Maestros may not be able to help. Discussed alternatives and we do also have Soulful Voices choir coming. Ann Roper and Kim Foster's bands maybe a possibility. Needs further discussion depending on who else we have on the day confirmed and timings.

Lucy has a Fair spreadsheet that lists all stallholders and entertainment. We are starting to have stall money come through. This will need chasing. Something we will sort in the next meeting.

We discussed the food. Agreed we would have the two BBQs and that Kelly and team would do the cooking. The previous fair Kelly did this and Sarah was able to tell us that this worked really well. Mr Dillon will speak to Kelly and let us know what information she needs from us regarding ordering the food and timings. Kelly has already confirmed that to Mr Dillon that they will be able to cook for us on the day. Which is brilliant.

We discussed raffle prizes. Each stallholder is bringing a raffle prize. We have agreed to stick with this as going to local businesses is really time consuming and often we find they give to a designated charity. It has been agreed to ask parents if they work locally and they think that they would be able to get us a raffle prize, to go ahead. This may lead to other opportunities with match funding or sponsor and things like that. Lucy to post in FB group for this.

Mr Dillon will not be able to attend the fair as he has a family event but someone else will be; most likely to be Mrs Cameron.

The new parents to kiddies that will be starting in September will be welcomed to the fair. Lucy has already put a post on their FB group and explained to them what the friends team do. It has been agreed that they will be given a flyer for free entry for the fair. Caroline to make this up. This has already been done. Lucy will forward to Mr D for approval. These will be given out in the new parents meeting that is being held on Thursday the 23rd of June at 6pm. Lucy will go along and introduce Friends and also give out the flyers.

Equipment wise we discussed checking everything in the shed and making a list of supplies we will need. Checking over the stall equipment and the Barbeques too. We have had a few gazebos break over the last couple of years and are now down to three. It has been agreed we need 6-8 to be able to have enough for most events. So more will need to be purchased before the summer fair. The rest of this will be checked after the next meeting and discussed what's needed. We will need the tables from the community centre. Lucy to message Sue for these. Lucy pretty sure that the face paints and tattoo equipment needs looking at and topping up.

Koosa have not responded to Caroline's email we sent last month. Mr D asked that we forward him an email and he will speak to them on our behalf. They always run the go Karts at the fair. Last fair it made £96. So well worth doing. We will note to follow up with Mr D.

Also talked about was having a can bar on the field and how successful it was the previous fair. Chairs and tables were laid out and free things for the kiddies to do near. So it created it's own hub. We agreed this was a good thing and we will do this again this year. Also discussed was that we have a Dad's team on the bar and food on the playground. Sarah said Dave would like to help with this too.

Mr Dillon gave us an update with the order of the equipment. It will be being installed either the week before half term or the week after. The area where it be situated needs clearing. The equipment company are coming back to him with the size and depth of this area. We will need wood to border it and aggregate to cover a layer that will be underneath the safety surface. The safety surface is included in the quote price but the aggregate and border are not. We have discussed a community dig to remove what's currently there and get ready for when the new equipment is installed. This will need be done in the week of the 16th of May. We will put a post out for parent help with this. Suggested was that we need someone with a digger. Caroline has reached out to a landscaper she knows. We need to follow that up. We have discussed paying for this to get the job done in time. The equipment company are coming back with a quote. Lucy has previously asked Wickes for equipment under their charity scheme. Unfortunately the person left but there is another contact. Lucy will go and speak to them once we have the area size and depth to see if they can provide the materials needed. Between Mr D and Lucy this will be organised.

Bank wise, Alex confirmed we have £4611 in the bank. The payment for almost half of the play equipment (£8,000) has now been transferred to school and in turn forwarded to the supplier. All our regular outgoings, PTA membership and insurance fees have been paid. So there is nothing else to go out of this account at present. We will need to pay the fee to big on bouncing for the fair equipment at some point. But because we have always used them they are not worried when they

receive this before the fair date. We will discuss anything we need for the fair and costs for these, in the next meeting.

Mr Dillon had two points to raise, DBS checks and the newsletter. It is confirmed that all the committee members need DBS checks. We confirmed that all ours are current and up to date. All parents that regularly help us at events outside of school hours don't need one. In this week's newsletter it will include allowing volunteers into the building from next week. They will need a DBS check and an induction with Mr Dillon beforehand.

Next Meeting is on the 25th May at 7pm. Method and link will be sent to Mrs Lacey to forward.