

## Friends Meeting notes & actions

Wednesday 7<sup>th</sup> June 2023, 6-7pm

Present: Mr Dillon, Mrs Cameron, Lucy Potter, Ellie, Julie, Angela, Kate

The main area of business was the upcoming school summer fair on 1<sup>st</sup> July.

	Area/Action	Responsibility
1.	<u>Volunteers</u> Need to ensure have enough volunteers to cover all the stalls including food stall with Kelly. Mr Dillon will chase staff to fill in their availability. Ellie has shared names of parents from Y1 who have volunteered. A timetable will be put together.	Mr Dillon/Lucy
2.	<u>Pupil performances</u> Need to put together a Spotify playlist of all the music for the pupil dances. Mrs Cameron will confirm with teachers & then timings and playlist can be organised.	Mrs Cameron/Lucy
3.	<u>Risk assessment</u> Nicola will go through the risk assessment from last year & make changes and then then send to Lisa. Need 2 certified first aiders – Lisa is and also Angela. Staff may be first aid trained too.	Nicola/Lisa
4.	<u>Float</u> This needs to be ordered in advance via Alex.	Lucy
5.	<u>Extra tables</u> Will need additional tables for stalls. Need to speak to Nicola about what is needed from the community centre.	Lucy
6.	<u>Use of studio</u> This can be used the day before (from 3pm) so can set up things in advance. Koosa will need to use the hall instead.	Mr Dillon
7.	<u>Food</u> Kelly has the list and is ordering and will then send bill to Lucy/Alex. Last year ordered cakes from Costco. Lucy will speak to Maria but Julie also has a Costco card if needed.	Lucy
8.	<u>Drinks</u> Have the list from previous year which Lucy has updated. Need to order from Tesco via Alex. Can be delivered to the hall/studio the day before.	Lucy
9.	<u>Invitations for new reception parents</u> Meeting for new reception parents on 22 <sup>nd</sup> June. Will include same flyer as last year giving parents free entry. Flyer to go out in the welcome pack.	Lucy

10.	<u>Ice cream van</u> No response from the original company. Lucy has contacted Sir Whippy but they can't guarantee availability on the day. Lucy to speak to Maria about chasing.	Lucy
11.	<u>Poster &amp; advertising</u> <ul style="list-style-type: none"> <li>Went out with the school newsletter on 19<sup>th</sup> May. Kate will ask Mrs Lacey to also send out this week &amp; to print some for teachers to put on classroom doors.</li> <li>Ellie will contact 'We Love Bracknell' Facebook site to see if they will post &amp; put on Friends Facebook group.</li> <li>Angela will put up a poster at care home she works at as many of the residents have grandchildren.</li> <li>Could try to get posters put up in local supermarkets.</li> </ul>	Kate/Ellie/Angela
12.	<u>Toilets</u> Last year Y2 toilets were used, so can do the same this year for children. Y5 or modular toilets could be used for adults. Need to speak to Nicola to sort.	Lucy
13.	<u>Raffle prizes</u> <ul style="list-style-type: none"> <li>Mr Dillon will call the raffle at 2.30pm</li> <li>Kate had sent e-mails to some local companies but no response so will chase &amp; also try shops/restaurants in town again. Saw on Facebook that Village Hotel may give prizes in exchange for advertising on programme. Kate will contact.</li> <li>Mr Dillon will speak to contact at Everyone Active to see if they will donate since they have adopted Birch Hill school this month.</li> <li>Angela will find out who her care home uses to organise events like farm days etc.</li> </ul>	Mr Dillon /Kate/Angela
14.	<u>Raffle tickets</u> Need to organise tickets asap so can go out in children's book bags as well as sold on the day. Maria ordered last year & were good but just need to ensure they are stapled. Lucy to speak to Maria.	Lucy/Maria
15.	<u>Stall holders</u> Need to check who has paid and chase any that haven't. Lucy will speak to Alex to ask for updated list.	Lucy
16.	<u>Programme</u> Can tweak the programme from last year & print. Logos for those companies who have donated prizes can be added but will need to have finalised list a week in advance. Temptations gift shop & The Entertainer so far.	Lucy
17.	<u>Dress down day donations</u> Agreed to sort out donations & put in shed after school on Tuesday 20 <sup>th</sup> June.	Lucy/Ellie/Julie/ Angela/Kate

18.	<u>Set up time</u> Agreed will set up 9-11am on the Saturday. Will need to let other volunteers know.	All
19.	<u>Friends flyer</u> Will update with date of next meeting and ask Mrs Lacey to send out with this week's newsletter. If no or few responses, will organise to print and put in book bags.	Kate
20.	<u>Next meeting</u> Wednesday 28 <sup>th</sup> June, 6-7pm, online only as Mr Dillon is away at Oakwood. Ellie will speak to Mrs Lacey to set up & send Zoom link.	Ellie