

## FOH Meeting Minutes – Thursday 16<sup>th</sup> Jan 7pm

### Venue: Heywood Prep Art Room

Attendees: Helen.N, Claire.B, Helen.C, Sophie.H, Ellen.C, Sally.R, Mr O'Connell.

Apologise: Mike.F, Kiera.AD, Barbara.A, Rachel.A, Haley.FB, Steph.P, Bev.RH, Ginette.A

1. HN Welcomes everyone to meeting
  
2. HN begins giving Feedback from Christmas events
  - Chuffy the Land train- Driver/owner Kevin tel: 07860269863. Likes to be paid in cash after event, Cost £150. Tried to get hold of Kevin 10 times before he answered so make sure book at beginning of November.  
Having Chuffy turn around on gravel area and stop outside front door worked very well, need to add to risk assessment for next year and must have elves standing on turn around area to make sure it is safe.
  - The tree Gift, sourced from CB. HN Thanked CB for travelling to Bristol to collect these. 240 trees £595.20. CB, KAD and HN all went around CB's to wrap trees the day before, worked well with 3 people, 2 wrapping, 1 popping character in and packing. Took just the morning to complete. HN and KAD delivered to school day before and stored in art room.  
We over ordered on trees as used nursery full numbers and not the on the day numbers, left over trees were given to elves and Teachers as a Thank you
  - Christmas crafts were brought but not used as it was raining, these are in the craft box for next year.
  - Santa: Mervyn Middleton (HN Father). Lots of feedback saying he was amazing. He talked to each group about things they had been doing. Next year can we have some info from teachers as was last minute working out (luckily he had been to watch the Nativities as his grand children were in them). MM said he really enjoyed himself.

- We used 2 school gazebos plus 1 of HN to make a tunnel/winter wonderland. This worked extremely well as gave the elves shelter and made it more magical. The Gazebo's used in backward L shape.
- We had an amazing 13 Elves, which was brilliant. Which meant we had plenty people to help set up. The helpers were split into 2 groups with RA and HN being team leaders. RA organised inside and HN out. Snow machine was used under gazebos and was hung up high so children could walk through. HN since Christmas has sourced more second hand trees from free cycle and facebook market place. So next year we will have more trees for outside area.
- Big Thank You to School for providing Lunch and Hot drinks during event, for the elf helpers. And also for keeping our children warm and entertained while we packed up.

- Feedback:

Mrs Mitchell, Mr O'Connell, Mrs Jones and many more teachers have passed on their praise and Thank you's for a truly magical event

Parent comments: Kate Hewitt: "Dear FOH Thank you once again for organising the undisputed highlight of the year for the children. I also thought the tree was an inspired present".

Ellen Cook "I second that unfortunately missed it as at work but I heard all about it when I got home. Thank you"

Karen Dumine "Agreed, lovely tree"

Alister Foy "Hear, Hear"

Joanne Greenhill "Couldn't agree more! Another fabulous event-my girls were thrilled. Thank you x"

Tora Edmonds "Tabitha was buzzing, just so magical, thank you"

Sira Franco Ferrer "hard work, thanks"

Lizzie Sharples "loved the tree present. Mine had a fantastic day. Thank you"

Raffle:

- RA got tickets from Ebay. Need to make sure these are ordered well in advance with all the correct info on.
- Hampers sourced from Allington farm Shop x 3 at £100 each. RA thought 2 hampers would have been enough.

Although these are lovely hampers maybe next year we change prizes for example Theodora's wreath, Book shop voucher, butchers voucher etc.

- HC said we sold 602 tickets. This is down from £892 in 2018. This could be for a number of reasons HC said maybe as 4yr of doing Allington maybe people would like something new, RA said that the weather for tickets sale was not great so maybe this put people off. HN as a committee we will have to look at this next year and decided what to do moving forward.
- RA created a rota so that tickets were sold at all 4 nativity performances and the all of the last week of term morning and afternoon.
- Mrs Mitchell pulled the winning numbers on the gravel after the coral concert. This worked well as most parents present. Need to highlight this more next year as some people didn't know what time this would be done.
- We also were donated 2 photo shoots, for the raffle, from a parent. Thank you for these extra prizes.
- HN asked if info had been sent to Wiltshire council re raffle licence. HC said that she will be doing this

HC gave the committee the figures from Christmas events.

Ticket sale £602 (2019)

Expenses around £1140

Loss of £540

Compared to 2018 year where we made a profit of £230.

TOC said this was probably because gifts in 2018 where source from his parents shop which meant brought at wholesale price so only cost £200.

### 3. Teacher Wish List:

- HN asked TOC about the Forest School Canopy if he had any more news. TOC said he remembered seeing a box before Christmas in staff room so will speak to Miss Creighton and find out

- HN asks if any further wish list requests had been made. TOC asked about disco kit, HN said that if he got pricing then we could look into this.

TOC had a request as school has begun and after school sewing club. School have brought 6 sewing machines which yr4-6 boys and girls can attend. Although this is a club going forward school would like to start to use the machines in textiles lessons and STEM. They would like to get 6 more machine at a cost of £450. HN said that at the moment let's see how the club goes, weather the machines brought by school are correct models needed and we can go back to this next meeting to discuss further.

#### 4. Used Uniform 2020

- BRH has decided to step down from doing the used uniform sale. She is currently getting stock ready to hand over. CB has said she is happy to on the role with her current. HN will email Mrs Martin to get website contact amended.
- HN has asked BRH and CB to put together up to date stock list so we can update the list on the website. These need to be in the same format so Mrs Martin and update website.
- After seeing with my own eyes the mount of stock CB has at home HN put it to CB about bringing back the on the gravel sales, as feel we will sell more items to bring stock levels down. CB agreed it would be nice to bring stock level down but has said she would need help at sales. HN and KAD have offered to help at events. HN propose going forward we do 2 a term, 1 at the beginning and another at the end. HN if we make sure these are advertised on notice board and newsletter.
- Payments: CB has a lot of outstanding payments due to parents. CB said that getting correct change to pay parents is difficult as amounts and not always a round number.it was suggested that once amounts go above £5 then payments would be paid, this is something to look into going forward. It was asked if making online payments would be easier but HC said she would prefer to sort out the Payments in cash and leave in office for parents to collect. CB has said that parent s aren't always quick to do this so a deadline once payments have been given to office needs to be given. The

outstanding payment list has been given to HC, SH and HN offered help if HC needs it. BRH said she had been contacted by a parent to say money was still outstanding from when SE was treasurer the amount was for £8. HN said to just add this amount to the parents current money owing.

- The following dates have been arranged to hold a stall used uniform sale: Thursday 13<sup>th</sup> Feb 3.30pm-5.00 during open classroom  
Monday 23<sup>rd</sup> March 3.15-4.00 during pick up time  
Friday 1<sup>st</sup> May 8.00am-9.00am during a Parent Coffee Morning  
Wednesday 8<sup>th</sup> July 3.15-4.00 at the meet the teacher tea.  
These dates will be going in to Friday 17<sup>th</sup> Jan School Newsletter.

#### 5. Valentine Disco Planning

HN event is on Friday 14<sup>th</sup> Feb during Golden Time. Nursery children at 2pm.

Ask if a theme was needed? As a disco maybe just decorate pocket money sweet stall area.

If you can help at this event please can inform HN. GA

TOC will be DJ at the event but FOH need organise and lead the games.

TOC can you let us know what time set up can start.

Paper bags need to brought for event

HC can you organise a float for the sweet stall 50p, 20p, 10p as sweet bags are going to be 50p.

HN needs to check with TOC on special diets re sweets

HN has issued this date to TOC for it to be added the school newsletter this week

#### 6. Quiz Night Planning

SH explain that herself BRH will be getting together to organise.

Date is set for Friday 13<sup>th</sup> March.

Time to be confirmed at either 7pm or 7.30pm start. Keeping in mind that we will need to tidy and clean up after.

RA has offered to do the Bar and to get the TEN from Wiltshire council.

SH and BRH to organise quiz questions, TO has said that you can get quiz's online.

SH and BRH to organise Quiz master from the night.

TOC has a score sheet for event. Quiz night to have 5 rounds with intervals between.

Last year sheet had 12 teams on sheet

Food and drink to be ordered from kitchen team.

HN said she can do Risk assessment and event form.

Payment method needs to be decided whether on night, gravel sale or and online (TOC said school have started to use try book it, as cheaper booking fee)

#### 7. Next Meeting Date: Wednesday 29<sup>th</sup> April

At this meeting we will discuss and start planning for Summer Fun (Friday 26<sup>th</sup> June) and The Ball (date to be confirmed).

#### 8. AOB

HN said a few things have appeared in the FOH cupboard:

Red sparkly hats: these are for when the children go to O2 need to be stored

Plastic shelving: either use this or throw away

Paint/varnish: take back to maintenance team

Red curtains: need to be stored as these are used during day time discos.