

## Minutes of FAPA Meeting

Held on 19<sup>th</sup> October 2016 at The Southdowns

		ACTION
1.	<p><b>Present/Introductions</b></p> <p>Nicky Montague, Claire Evans, Sarah Checkley, Tracy Gillin Greed, Helen Byne, Charlotte Caspall, Jo Freeman, Kate Starky, Lucy Bone,</p>	
2.	<p><b>Apologies</b></p> <p>Clair Callow, Dean Brockwell, Lizz Dugan, Angela Flockhart, Jamie Hudson, Jenny Challis, Helen Dendy, Nelly Walsh</p>	
3.	<p><b>Fireworks</b></p> <ul style="list-style-type: none"> <li>• Letters have gone out-Tickets are being put into book bags.</li> <li>• SC confirmed Glowies are ordered.</li> <li>• DB had stated previously that the food was being sorted.</li> <li>• LD sorting mulled wine.</li> <li>• First Aid- have been approached but may not be free as it's a busy night. NM is happy to do first aid if needed.</li> <li>• Juniors organising a skip.</li> <li>• Need to ask Shane Morton when we need to get there to set up- and times of safety briefing?</li> <li>• DJ has been confirmed for the event</li> <li>• Still awaiting to hear back availability of candy floss machine but group discussed other options and agreed on Popcorn, Chocolate covered marshmallows and apples with sprinkles. KS said she would help to make the apples and other helpers needed. See if DB can source from Bookers/B&amp;M</li> <li>• Delivery notes for fireworks- need printing- and delivering the week before the night</li> <li>• Letters to be delivered to local resident's week before the event. Jo-Hurstwood estate, Nicky- south drive, Claire-Middleton road, Kate- Pennyfields, Tracy- Guernsey farm lane</li> </ul> <p><b><u>Helpers allocated so far</u></b>            Food – Dean Brockwell, Helen Williams, Susan Lee, Tim            Mulled Wine and Hot/Cold Drinks – Lizz Dugan, Clair Callow, Lucy Bone            Glowies – Helen Quigora and daughter            Sparklers – Jenny Brown, Angela Flockhart            Gates – Charlotte Caspall, Linda and Matthew Pullen, Nicola Taylor            Marshmallows, Chocolate Apples – Jo Freeman, Nelly Walsh            First Aid/Marshall – Nicky Montague            Marshalls – James Franklin</p> <p><b>Still needed</b>            Ideally 1 more for drinks            1/2 more marshalls</p>	<p>SM</p> <p>DB</p>

<p><b>4</b></p>	<p><b>Christmas fayre</b></p> <ul style="list-style-type: none"> <li>• Decision to go for the Nativity. NM will contact and book. Need to decide where is best for Stable- possibly outside Y1/library classroom.</li> <li>• Check Governors hamper- do they do one?</li> <li>• Santa Clause- Claire to confirm with her father-in-law. Possible time slots for children to avoid long queues.</li> <li>• Raffle prizes: CC to do letter to send/ hand out. Possible walk about town for prizes.</li> <li>• Donation days: (need to check if ok):  11.11.16 choc donations (? non-uniform.)  25.11.16 Bottles – (? Non- uniform)  9.12.16 cakes-infants/mince pies-juniors. Festive/party wear  SM to confirm this is ok to go ahead</li> </ul> <p>Stalls: Bottle tombola, choc tombola, raffle, Jars, Reindeer food, Craft tables- ?decorating baubles, Stained glass windows, Christmas cards-  SC to look at Baker Ross for ideas.</p> <ul style="list-style-type: none"> <li>• Ask DB if choir available.</li> <li>• DB- ?food/ mince pies, mulled wine, Possibly have outside??</li> </ul>	<p>CC</p> <p>SM</p> <p>SC</p> <p>DB</p>
<p><b>5.</b></p>	<p><b>Christmas Disco BTI and BTJ</b></p> <p>Need to source a disco for infants- can Moonbeam suggest anyone else.  Baker Ross- disco pressie ( infants)- 1 pressie to make it easier  Need to sort letter and tickets first week back to school</p>	
<p><b>6.</b></p>	<p><b>AOB</b></p> <p>NM to talk to LD about tea towels/ tote bag orders.  Denise is happy to sort out Christmas cards.  Request from Forest School to supply some equipment up to the value of £120. Group agreed we should fund as long as the equipment is to stay as school property and not to be taken out of school.</p>	

**Next Meeting Dates**

Next meeting: Thursday 3.11.2016- 7.30pm The Southdowns.