



Friends of St Wilfrid's School

Email: FOSW@stwilfrids-haywards.school

PTA Registered Charity No: 1005518

Minutes

Date	18/11/2021	Location:	Small Hall, St Wilfrid's School
Start time:	19:45	Chair:	Julia Perry
Finish Time:	22:45	Minutes:	Richard Bowman

Present:	Apologies:
Julia Perry Richard Bowman Zoe Fryer Anna Cecil Louise Bennett	Sarah Overall Gayle Gaydon Debbie Hannan Sarah Milton-Hunt Kim Waterhouse Jess Finn Kerrie Clark Angi Weber

Agenda item	Discussion	Action
Approval of previous minutes and action points:	<ul style="list-style-type: none"> Not yet issued. 	
Teacher requests/feedback:	<ul style="list-style-type: none"> Mr. Hateley commented how the Picnic Event in September had been very successful, raising approximately £200, however, more signage is needed to ensure the correct toilets are more easily found in future. 	Mr. H & FOSW
Previous events:	<ul style="list-style-type: none"> School Disco event was very successful and raised approximately £1,350. 	
Current Event Planning: Christmas Cards	<ul style="list-style-type: none"> A good number of Christmas Cards have so far been handed back. A new company may be sourced next year to simplify the ordering process. 	

<p>Christmas Decoration Competition</p> <p>Raffle</p>	<ul style="list-style-type: none"> • Entries for the Christmas Tree Decoration competition will begin arriving next week. • The School have requested that the tree be offered for collection as early as possible to ensure it is collected in good time before the last days of term. • Raffle prizes are coming in however companies are not being as generous as they have been in previous years. • It has been agreed the raffle tickets will be increased to £1 each, or £5 for a book of five. Each child will be handed two books with the necessary letter attached. • Tickets arrived a couple days ago. Zoe will aim to get the letter drafted for approval to enable tickets to be sent out early next week. 	<p>JP</p> <p>ZF</p>
<p>1. Future event planning:</p> <p>a. Christmas Fair – 4 Dec 2021</p>	<ul style="list-style-type: none"> • It has been decided that the Christmas Fair will continue, unless there is a change due to the Covid-19 situation. • Although continuing, the Christmas Fair will be spread out to prevent crowding and will be partially held in the KS2 Playground. • External selling stalls shall be placed in the Small Hall, the large hall shall be used for the Ride-on Animals, and Nerf Shout-out. An 	

<p>i.Grotto, inc. ticket sales</p> <p>ii.Secret shop</p> <p>iii.Café</p>	<p>external tea/coffee van and burger van will be placed in the school car park (<i>this is to eliminate the risk of purchasing food that may need to be thrown should the event need to be cancelled due to weather or Covid-19</i>). All other stalls/games shall be hosted from the KS2 Playground.</p> <ul style="list-style-type: none"> • A parent has offered to source sufficient marquees from their employer, for use in the KS 2 Playground. • Ticket sales for the grotto began this week (17th Nov.) • The lead role has been sourced and is very willing to participate and play their role in supporting the Christmas Fair. • A minimum of three elves are considered necessary. Currently volunteered/considered for asking: <ul style="list-style-type: none"> • Sarah Overall • Louise Bennett • Rachel Bowman • Lisa Hedgecock • The Secret Shop purchases are arranged, and the shop shall be located in the Studio, off the Small Hall. • The Café will be formed of a tea/coffee van in the school car park, and cold drinks, cakes, snacks and mulled wine will be 	
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<ul style="list-style-type: none"> iv. Donations v. Hot food van vi. External stall holders vii. Games & prizes viii. Program ix. Available help x. First aiders 	<p>available for purchase from FOSW, in the KS2 Playground.</p> <ul style="list-style-type: none"> • Donations for the raffle are coming in. • The hot food van will be external to eliminate the risk of FOSW investing in food which may be surplus to requirements should the fair have to be cancelled for some reason. “<i>Good Food On The Move</i>” is booked for the fair. • External stall holders will be spread out and located in the Small Hall. • Anna will purchase six tubs of sweets as prizes for those games which have prizes. • A copy of last year’s program has been handed to Sarah Milton-Hunt • Some help has come forward, more is needed. All attendees have signed up for helping either/both fair setup, hosting stalls, and fair dismantling. • Anna Cecil and Gayle Gaydon are the two first aiders. First aiders will be carrying out general duties, not necessarily manning a first aid stand, but will be nearby. 	<p>AC</p>
<ul style="list-style-type: none"> 2. Other Agenda Items: <ul style="list-style-type: none"> a. New Year AGM 	<ul style="list-style-type: none"> • It was agreed that the AGM would be planned and discussed at the next meeting. • Richard to check what and when required. 	<p>RB</p>

<p>b. Treasurers Update</p> <p>c. DBS Checks and Passes</p>	<ul style="list-style-type: none"> • Richard (Treasurer) reported that the new NatWest Business Account was officially opened earlier in the week, and is awaiting all necessary documents to be delivered before being able to use the account: cheque books, online banking information, debit card, etc. • Richard highlighted a need for all purchases to first be approved by either him or Julia (Chairperson) prior to any purchase being made to ensure that duplications of items are not purchased, etc. • No new passes or DBS checks are currently required other than agreed in previous meeting. 	<p>ALL</p>
<p>3. Any Other Business:</p>	<ul style="list-style-type: none"> • No other business was discussed. 	
<p>4. Next Meeting:</p>	<ul style="list-style-type: none"> • Thursday 13th January, at 19:45, in the School's Small Hall. 	