

## Friends of Lea School (FOLS)

### Meeting 3 Minutes

Monday 6<sup>th</sup> June 2016, 6-7.15pm

#### **1. Attendees**

Linda Frost, Alan Frost, Sarah Woolley, Sarah Greenfield, Vanessa Allen, Cara Thornhill, Emma Sutton, Jo Green & Emily Wright (Gainsborough Leisure Centre).

#### **2. Apologies**

Louise Rogers, Emma Bailey and Sarah Young

#### **3. Minutes of Previous Meeting**

The minutes were deemed to be a true and accurate representation of the previous meeting, minutes were signed by Linda Frost and a copy kept on file.

Copies of the minutes from meetings 1 & 2 have been sent to Mrs Woolley and are available to be viewed on the school website.

#### **4. Matters Arising**

- Banking Details – Awaiting copies of the bank statements to be sent to school.
- FOLS Facebook Page – The previous FOLS committee had a Facebook page, as we do not have the login and password details. It was decided it would be best to set up a new secure page that could be used to promote FOLS events.  
**Action – This has now been deferred to September.**
- Charity Status Updates and Accounts – FOLS is a registered charity, the required paperwork needs to be updated with new names and a set of accounts need to be submitted. Alan and Linda have updated their details. Cara, Jo and Mrs Woolley still need to do theirs. The accounts need to be done by the end of the month, if a charity raises less than £10,000 per year they do not need to have their accounts audited.
- Book Bags – FOLS have purchased book bags for the forthcoming reception year. Cara, Linda and Emma are all going to attend the new reception parents evening on Thursday 9<sup>th</sup> June at 4pm to present the book bags to the new children and parents.

#### Summer Fair

- Parade – Linda has done some research into having the parade, it requires public liability insurance to a minimum value of £5 million. The cost of this insurance would be at least £131 plus whatever payment the Police would require. It has now been decided that the parade will just be on school grounds.  
The final details of the parade are still to be finalised but it was decided that we will ask the children to make either a mask or a headdress to wear and turn it in to a competition. A letter was sent out but requires a reminder.  
Emma Bailey has been able to secure a car to be decorated and it is at school. Cara has spoken to her friend Helen Crick who is a teacher at QEHS she is coming to school on Friday 10<sup>th</sup> June with Andrew the technician to evaluate the car and see what materials she will require. It is doubtfully that she will be able to bring any students from QEHS to help due to

Risk Assessment. Emma Sutton emailed Moto save to see if they would donate any paints but they are yet to reply.

It was decided that the children would be asked to design the carnival car and the prize could be to open the summer fair.

**Actions – Cara to contact the Standard and use the decorated car as a means of advertising the school fair.**

**Snippets reminder for the headdresses and masks.**

- Food – To be outsourced to Dave West Scooby Snacks they are going to make a £40 donation to the school fair.

Ice Cream – Emma Sutton has secured Pep to come with his ice cream van he will make a £40 donation to school and if sells a lot of ice cream he will increase the donation.

Drink – Emma Sutton to donate a cocktail stall that will sell alcoholic and non-alcoholic drinks. The cost of a 24 hr events licence is £21. The police, environment agency and WLDC need to be informed.

- Entertainment

The leisure centre has kindly donated some raffle prizes, they are also going to attend the event and bring either an obstacle course, kids athletics, speed bounce or hurdles. They are also bringing their Bee mascot. All of this is donated free of charge all they ask for is a table to advertise their services. Nearer to the event they will email a list of what equipment they are bringing, it was suggested that they could set up on the grass area at the end of the car park.

Discussed the idea of other free family games such as noughts & crosses or welly throwing for parents and children to enjoy together.

Music- Linda has found a volunteer who will bring a PA kit to school, they have also downloaded 6 hrs worth of steel drum music. They also have lights they can bring if the event has to be held inside.

Raffle – It takes a week to get the raffle tickets printed at a cost of £40. It was decided that a book of 5 tickets would be sent home with each child with extras available on the day. It was agreed to have a cash prize of £50, have already received several donations from the letter and emails that have been sent to local companies.

**Action – Emma & Cara to provide Linda with a list of raffle prizes.**

Each class including pre-school to come up with ideas for gaming stalls.

**Action – all of us to come up with stall/game suggestions for us the teachers.**

Bouncy Castle – It was suggested to have two bouncy castles one for each key stage. Mrs Woolley approached Mr Holderness but he is unable to provide a bouncy castle that weekend.

**Action – Mrs Woolley to ask the company that provided the bouncy castle for the queen's birthday party event, Cara to speak to her friend about a bouncy castle. Need to discuss at the next meeting**

Exotic Birds or Reptiles – Linda has made contact with a guy that will come to summer fair with his exotic birds, snakes and spiders will just cost £50. Unfortunately he can longer attend.

Rio themed photo booth – **Action -Vanessa to speak to her cousin**

Ask Mr Salt if he would do the raffle – **Mrs Woolley to ask**

Face Painting, Hair Braiding, Tattoos, Nail Painting & Jewellery Making.

**Action – All to recruit volunteers, also need to purchase face paints & tattoos.**

Cake Stall, ask for the cakes to be decorated in bright colours to keep with the carnival theme.

Action – A letter to be sent out and included on snippets. Cakes to be donated Friday 15<sup>th</sup> July or on the day.

Jar bola/Tombola – Linda suggested the idea of people donating filled jars (sweets, pens, glow – sticks etc.) for a jar bola after the success of the decorated pringle tubes at the Christmas fair. Would also require items for a normal tombola.

Action – A letter to be sent out and included on snippets, Cara to provide info to Mrs Woolley

Wine & Water Stall – Ask parents for donations of empty screw top wine bottles for the stall.

Action – A letter to be sent out and included on snippets, Cara to provide info to Mrs Woolley  
A letter to be set out or included on snippets

Juggler – Linda's son is happy to be a juggler at the fair.

Music – Miss Martins band to play at the fair.

Decoration/Bunting – School to be decorated in bright coloured items, suggested making large decorated masks that can be used as part of the parade and around the school grounds.

- Advertising  
A flier has been produced, copies laminated to go up round town.  
Cara to produce a programme of events for the summer fair.  
To get the banner back so it can be updated with details of the summer fair.  
Next meeting we need to have a table plan and a schedule of events.

#### **5. Any other business**

- It was decided that the money raised from the summer fair would be used to fund buying outside equipment for the children.
- Postcode lottery – Alan mentioned that it might be worth applying for funding.
- T Shirts for FOLS team – Cara and Linda to look into this.
- School Disco – Planned for Thursday 14<sup>th</sup> July. Have enough hot dog sausages and juice. Need buns, fruit and ice poles. Also need face paints, nail polishes, tattoos and go sticks. Cara to speak to someone she knows about being a DJ as Mr Cook may not be available.

**Next Meeting – 27<sup>th</sup> June 2016 @ 6pm**

**Minutes agreed and verified by:**