

Friends of Lea School (FOLS)

Meeting 4 Minutes

Monday 27th June 2016, 6-7.15pm

1. Attendees

Linda Frost, Alan Frost, Sarah Woolley, Sarah Greenfield, Vanessa Allen, Cara Thornhill, Emma Sutton, Jo Green, Louise Rogers & Sarah Young.

2. Apologies

Emma Bailey and Laura Burgin

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 Jo Green a copy has being kept on file.

Copies of the minutes from the previous meeting have been sent to Mrs Woolley and are available to be viewed on the school website.

4. Matters Arising

- Banking Details – A bank statement has been received at school. Linda Frost, Jo Green, Cara Thornhill and Mrs Woolley are the 4 signatories for the bank account.
- 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 – The charity status report has now been completed. Cara still needs to input her details for the charity status. Jo is outstanding some information from the bank to be able to complete the Treasures report. Jo still need some invoices from school for trips that FOLS contributed towards.
- The book bags have now been given to all the new reception children. The children and their families have been invited along to the summer fair.

Summer Fair

- Parade – School received 72 entries from the children and 12 designs have been chosen to be incorporated into the final design. Helen Crick has been into school today (27.06.16) to see the designs.
**Action – Need to acquire the paints, masking tape, gloves and masks.
The car needs to be washed for a week on Monday.**
- Food – Finalised at previous meeting that food and ice cream would be out sourced for a 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.
Action – Check that the licence is in place before the summer fair.

- 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 – Raffle tickets have now been printed and each child will be given a book to take home this week. Most the raffle prizes are in now just awaiting response from Tesco, Morrison's & Browns.

**Action – A text to be sent to parents about the raffle tickets coming home.
Linda to get an invoice for the printing of the raffle tickets.**

Linda brought in 7 different games that can be used by the classes during the fair.

Bouncy Castle – This still needs to be arranged.

Action – Emma Sutton to make enquiries into getting 2 bouncy castles.

Rio themed photo booth – Vanessa spoke to her cousin and she will come at a cost of £20.

Louise can bring an Olympic torch that the children with.

Ask Mr Salt if he would do the raffle – Mr Salt is available to help.

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.

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.

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

A letter has been sent out to parents regarding donations for the fair. Including a reminder about masks/headaddresses for the parade.

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

Music – Miss Martins band to play at the fair.

Decoration/Bunting – Linda has made some large masks that can be used for the parade and to decorate school. Emma has donated some bunting and decorations.

Africa Artwork – A visitor has been in school working with children. They are going to be producing some African inspired artwork. Mrs Woolley has said that this will be displayed in the hall and parents will be able to purchase their child's art.

- Advertising

The banner is now and school, need to look and see how it can be amended for this fair.

More A3 posters to be printed.

Linda has drawn up a table plan detailing the locations of all the activities.

Linda also went through a suggested programme of events for the day.

Cara has written a press release for the summer fair.

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 – **T shirts are on hold at present some sash's have been found that the previous FOLS team wore.**
- School Disco – Planned for Thursday 14th July. Cara has secured a DJ for the school disco. Emma to get face paints, tattoos and glow sticks. Need crisps juice, buns, fruit and ice poles.
- It was suggested that raffle tickets should be sold during the Y6 production.

Next Meeting – 11th July 2016 @ 6pm

Minutes agreed and verified by: