MINUTES

Friends of The Flitch Green Academy

Christmas Fair Meeting held at The Flitch Green Academy

Tuesday 11th October 2016 | 8pm

# In Attendance

Emma Miles Sarah Rider

Jennie Knight Sheena Kendall

Laura Wilkie Victoria Cripps

Sarah Boreham

# Apologies

Maria Swift Sarah Tuck

Nathan Lowe Judy Clifford

# General

1. Christmas Fair to be held on Saturday 3rd December, 12 – 3pm with no entrance fee.
2. Risk assessment and alcohol licence to be organized **ST**

# Raffle

1. It was agreed that raffle tickets would be printed for the children to take home. Sarah B to look into prices for 190 x £10 books + spares for the day. **SB**

**Prizes**

1. Currently confirmed: House of Skin facial, Elysium massage, Downhall afternoon tea for two, Flitch of Bacon lunch for two plus bottle of wine, Little Monsters prize (specifics tbc), a family’s worth of Southend wristbands.
2. Pending confirmation: up to 9 stallholder prizes (**ST** to confirm), hamper from Co-Op / Waitrose (**SR / EM**)
3. It was agreed that we would use the £50 Tesco voucher that has been donated towards another prize. Sourcing the chocolate coins / treats from elsewhere. **JC** to organize voucher, **SR** to source chocolate treats.
4. Everyone to try and source one bigger prize. VC to advertise on FB for donations. **ALL**
5. It was agreed that the signed Arsenal shirt would be auctioned off separately with a reserve of £150 (not stated) as it’s quite a specific item and would be a shame to go to someone who doesn’t actually want it. Sealed bids can be made in advance (via box in reception) or on the day, winner to be announced at 2:30pm when the raffle is also drawn. **VC** to create a poster/organize box, **SK** to look into framing of the shirt.

# Entertainment

1. Choir to be confirmed by **SB**
2. Music to be played via school speakers in hall and via our own speakers in discovery center **SB**
3. Character appearance
	1. Princess cannot make the event
	2. Little Monsters may be able to send a character along **MS**
4. Face painters still tbc **MS**
5. Grotto;
	1. Sarah B’s dad to be Santa on the day. Costume has been booked and we have the beard from Sara Sexton / last year.
	2. Sarah R is going to speak to Co-Op about donating coins or other chocolate treat, rather than use the £50 Tesco voucher. It was decided that we need approx. 300. **SR**
	3. £1 per visit agreed.
	4. Sarah B to look into inflatable grotto used in previous years, to potentially go in the food tech area. **SB**
	5. We need to check the shed for what decorations we have in their, including cups etc. for the food / drink stall **VC / SK**
6. We may ask for unwanted decoration donations nearer to the date when people start sorting out Christmas bits.
7. Year 6 Class Rep to organize some Christmas themed volunteers **SR**

# FFG Stalls

**Food Stall**

1. Co-Op mentioned having their own stall to tie in with their 1st birthday but we are unsure what they were thinking of selling / giving away / doing. Sarah R to speak to them and confirm. Ideally we want donations of mince pies etc. to sell ourselves. **SR**

**Drink Stall**

1. Again, Sarah R will speak to Co-Op about what they can donate. Mulled wine to be sourced elsewhere if not. **SR**
2. Decided against tea and coffee, but agree that we have juice, left over cider, pop etc. from the shed.
3. We need to check cup stock and source from Costa / Starbucks **SR / SK**

**Raffle Table**

1. See above.

**Bottle Tombola**

1. Friday 2nd December will be a Christmas themed non-uniform day in exchange for a bottle. Poster / e-mail etc. to be sent out. **VC**
2. Jennie and Sarah R to sort immediately after drop-off. **JK / SR**

**Guess the Reindeer / Lucky Dip Table**

1. Emma to organize Guess the Reindeer **EM**
2. Jennie to order the 200 prizes that she has already sourced. The lucky ‘dip’ will be a colour balls with one colour being the winner, prize can then be chosen by the child. 50p per go or £1 for three. **JK**

**Christmas Crafts**

1. Laura will be organizing biscuit decorating and create your own Christmas decorations. No specific charge, we will just ask for donations. **LW**
2. Laura to coordinate a craft evening on Thursday 24th November, from 7pm at the Academy. To make reindeer poo, reindeer food and Santa sweet cones. **LW**
3. Sarah B to check this doesn’t conflict with anything the school have planned. **SB**

# Outside Stall Holders

1. It was agreed charge should be £10 plus a raffle prize donation or £15. With tables available from 11am on the day.
2. Picture Proud can no longer make the event. Co-Op to potentially take their space instead. **SR** to confirm.
3. Phoenix Cards can’t make the event. Sarah B to source another Phoenix trader. **SB**
4. Applefit Children’s shoes not right for this event. Also not sure about My Arbonne as they are very expensive products.
5. Sheena to speak to the ‘Chutney man’ **SK**
6. Sarah T to co-ordinate stall holders and e-mail for confirmation. **ST**

# Volunteers

1. It was agreed that FFG should be overseeing the event and not tied to one stall. That the Class Reps should each have responsibility of one FFG stall and round up volunteers from their class. Sarah R to organize nearer to the time. **SR**

# Advertising

1. Laura to speak to Daniel Brewer about advertising on boards and in the local paper. **LW**
2. Leaflet drop on the estate to be divided up between all. Victoria to create poster. **VC / ALL**
3. Facebook etc. to be used to advertise and send posters to stall holders that have shops. **VC**

# Other ideas

1. We felt it was too late to be selling Christmas trees on the 3rd and not sure it would work.
2. It would be nice to have a table of small and affordable gifts for children to buy, pre-wrapped with labels etc. Victoria to look into ideas. **VC**

# Christmas Cards

1. Sarah and Sheena have researched various companies to use. It was agreed that we would go with Art Projects for Schools, who offer the online ordering service.
2. Artwork will need to be completed first week back during school time, with designs going home by Friday 4th, orders placed by Friday 11th and designs then couriered to the company by the 16th.
3. We are trialing a new system this year but will revert back if the online ordering feedback is not good.
4. Sarah R to co-ordinate. **SR**

# Date and time of next meeting

1. Committee Meeting, Wednesday 16th November, 8pm, The Flitch Green Academy
2. Christmas Craft Night, Thursday 24th November, from 7pm, The Flitch Green Academy