

## Friends of Lea School (FOLS)

### Meeting 9 Minutes

Monday 28<sup>th</sup> November 2016, 6-7.15 pm

#### **1. Attendees**

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

#### **2. Apologies**

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 Cara Thornhill- a copy is 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**

##### Christmas Fair

- Santa's Grotto – Neil Cody is to be Santa; Mrs Woolley will supervise the Santa's Grotto. The grotto will be set up in Mrs Woolley's office, Emma & Vanessa will decorate on Friday 9<sup>th</sup> December. Emma has put together 200 gifts for the children. This worked out at a cost of £177.25 or 88p per present.  
It was discussed again about the booking of timeslots to see Santa. Mrs Woolley & Mrs Smith will send a letter out regarding booking a time to see Santa. A number of spaces will be kept available for walk ins on the day of the fair.
- Children's gift room – Mrs Woolley will arrange a rota for the teachers to man the gift room and supply wrapping paper. Donations of gifts are now beginning to arrive in school. Gifts will cost £2 each.
- Raffle –A large number of raffle prizes have been received including the following from Pink Pig, Wheel gate, £50 cash prize, bottle of champagne, family ticket for Trinity Arts Centre, Wilkos voucher, Meal voucher from Lincolnshire Otter, 2 hampers from Emma Sutton and a family skate. Linda has ordered 1250 tickets at a cost of £35.
- Food & Drink – Cara & Vanessa will take charge of the food and drink. Tables will be set up in the hall with Christmas music. Cara to order cardboard cups, lids, tablecloths and purchase tea, coffee, hot chocolate and mince pies. Emma and Linda are both going to provide cakes.
- Entertainment – the choir will sing at 3pm.
- Other Stalls –  
Chocolate Tombola – Sarah Greenfield  
Lots of chocolate donated to school, Sarah to take home and number up ready for the fair.  
Pre-Loved Toy stall – Jo Green  
Still needing more donations of toys to sell.

Wine & Water – Sarah Young

Lots of wine donated to school, still require a few more empty bottles. Linda has taken them home to wrap in newspaper.

Raffle Tickets on the day – Alan Frost

Craft Tables will be available at a cost of £5 a table. Currently only got two craft stalls, Emma and Cara to try and get some additional stall holders to attend.

Years 5/6 will arrange games, Mrs Woolley to arrange with the class teachers.

- Emma Sutton has now made 220 Christmas cakes; she will be coming in to school to decorate the cakes with the children. They will be available to buy at a cost of £1.50 at the fair. The ingredients and decorations have cost £158.91.
- Xmas Trees – Fillingham have already given school 2 Christmas trees, Louise to visit B & Q to get a free Christmas tree.
- All volunteers to arrive at school from 11am onwards to help set up for the Christmas Fair.

### School Disco's

School Disco – The next disco will be planned in more details at the next FOLS meeting.

### Easter Bingo

Kexby/Upton village hall has been booked for Saturday 25<sup>th</sup> March. The event will be planned in more detail after Christmas.

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

- Schools' 50<sup>th</sup> Birthday – Several tea towels have been sold, they will also be available to buy at the fair.
- Christmas Card – The Christmas cards are now in school and the children will be bringing them home this week.
- All members FOLS members are reminded to bring in the following passport, driving licence, birth certificate and proof of address to be DBS checked.
- Discussed the idea of producing a FOLS snippets to keep parents up to date with the amount of money that has been raised and how it is to be spent. Cara to arrange with Mrs Woolley in the new year.

**Next Meeting – Monday 9<sup>th</sup> January 2017, 6 pm**

**Minutes agreed and verified by:**