

## **School Council Meeting: Minutes From meeting 26th September 2018**

This meeting was called to discuss the Macmillan Coffee morning this Friday 28<sup>th</sup>.

We discussed the following points:

- Individual roles and responsibilities for the morning
- Greet adults at reception and show to the hall
- Making a Tea and Coffee
- Selling cakes under supervision
- Keeping the tables clear when people have finished
- Helping at the Tombola
- Ensuring cakes are brought to the hall from class
- Setting up the hall in the morning
- Ensuring adults sign in on a register
- As the event starts at 9.30am all SC'S need to be in the Hall as soon as possible after registration to take up roles.

Meeting closed.