



FROC Summer Fair Planning Meeting Minutes

Thursday 9 May 2024

Welcome and Introductions

Ellie, Alison, Simona, Linda, Yanling, Anahied, Laura, Amandine, Janelle, Chloe, Lisa, Natty, Ewa, Leah T, Ms Stav, Mr Winnard.

Introductions and updates on latest FROC activity

Ellie gave a brief introduction to FROC for those who may not have attended a meeting previously. It was agreed that the FROC fundraising year would fall in line with the academic year.

Updates from the committee - joining Parentkind, accounting year (Yanling), quick report from quiz night

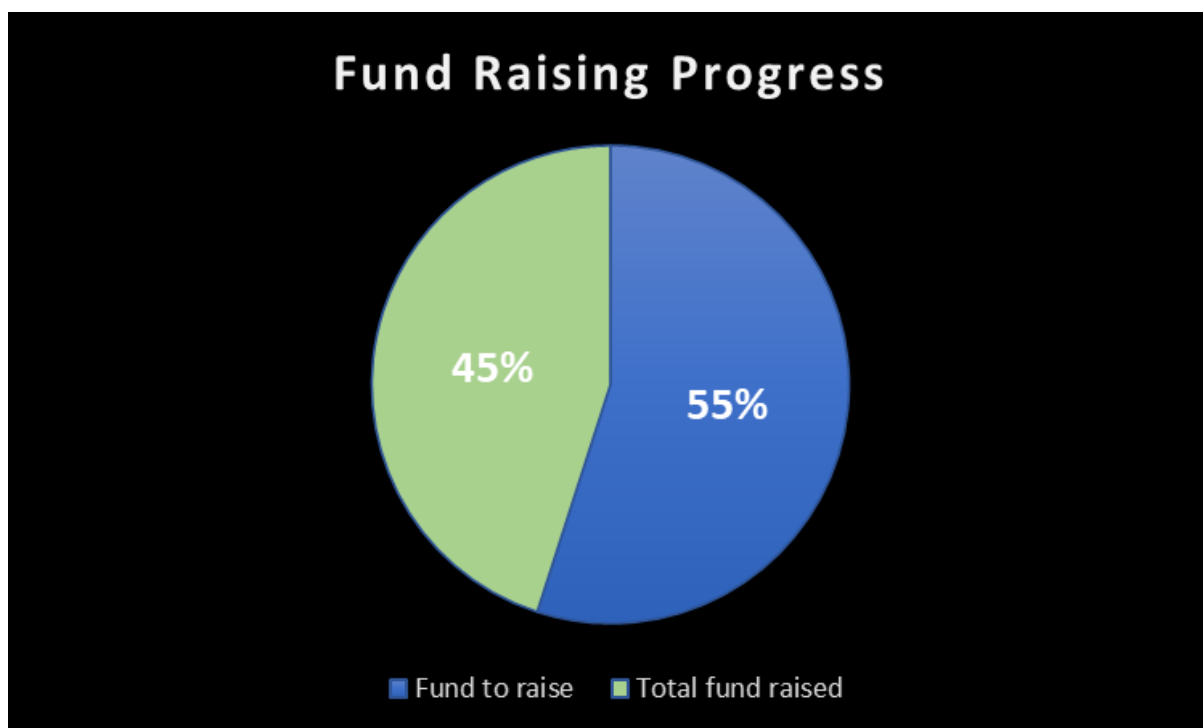
Parentkind: previously discussed the need for FROC to have insurance. Parentkind offers an insurance policy as part of their membership. Other benefits include access to constitution and general support/guidance for FROC. Committee would like to go forward with purchasing the membership so that insurance is in place for the summer fair. No objections voiced.

ACTION: Ellie to purchase membership on behalf of FROC.

Quiz night: Successful event with over 40 parents/carers/teachers attending. The event has raised £928.27. After deducting the expenses of £234.99, the available fund to spend is £693.28.

Financial Summary: The total fund raised to date is £4,502.79, which is 45% of our fund-raising target. After deducting the expenses of £769.24, the available fund to spend is £3,733.55.

Events	Fund raised	Spending	Fund raised after Spending
Quiz	928.27	(234.99)	693.28
Book sale	319.26		319.26
Christmas Card	263.57		263.57
Easy Fundraising	96.64		96.64
Winter Fair	2,895.05	(534.25)	2,360.80
Total	4,502.79	(769.24)	3,733.55



We have spent £2,092 on sports equipment and £319 on the school reading café.

The accounting period of FROC account will be set to be in line with school annual account (i.e., school year). We are confident that FROC will apply for charity status in September after the summer fundraising.

Winter Fair money has been spent to purchase new playground and sports equipment. **ACTION: once equipment has arrived Leah will arrange a time to take some photographs of the new kit to feature on FROC website pages.**

We have secured approximately £1000 in sponsorship to help us put on the summer fair.

Ideas for the summer fair - open space to contribute ideas and gather a list of stalls.

2 x bouncy castles – Ellie has started to research prices for two bouncy castles which will be set up on the Astroturf on the day of the summer fair. Approx. cost of £200/300. Potentially looking into selling wristbands for unlimited bounces throughout the day, bouncing will be timed and we will need several volunteers to look after this activity.

Ice cream van – Ellie has confirmed ice cream van will attend on the day and will give 20% of takings and the prices are reasonable.

Food outside vendors – Mr Winnard has confirmed that Ian's Pan Dance will be at the fair and that the dumpling stand will confirm their attendance shortly. Gladesmore students have offered to do a food stall but there are possible implications around lack of food hygiene certification. Do we still need a food offering for the children to include burgers, hotdogs etc?

ACTION: FROC to confirm what food level is required for serving of food at events. ACTION: ask Jordy if IPD would offer this as part of their menu? (Mr Winnard?)

Bar – Simona has offered to lead on this. Ms Stav recommended fruit mocktails for the children.

ACTION: need a list of alcohol/soft drinks and team of volunteers to lead on this.

Cake stall – Sara has offered to lead on this.

ACTION: call out in comms for people to donate a cake/baked goods.

Sweet stall – agreed to do sweet stall again.

Face painting/Temp Tattoos – Marina in reception has offered to lead on the temp tattoos. Janelle has said she can do face painting.

ACTION: need to secure more volunteers as this is a very popular activity – potentially ask some year 6s if they would like to help on this stall. ACTION: do we need to purchase more materials for this stall?

Teddy tombola – Amandine to lead on this. Needs two more volunteers.

ACTION: call out in comms for people to donate teddies.

Uniform stall – Ellie has emailed Theodora to see if she wants to do this. Decided that we would sell fancy dress on this stall too but hold off coats until book sale in September.

ACTION: call out in comms for donations of uniforms esp. age 8 upwards.

Book stall – Ewa to lead on this.

ACTION: call out in comms for chapter books as we have very few of these.

Adult Tombola – decided not to go ahead with this stall and use the donations towards 'present wrapping' stall at Winter Fair.

Plant stall – Lisa and Laura to lead on this.

ACTION: Ask garden centres/supermarkets for donations of plants.

Games – Alison will do her games stall (2 x games).

ACTION: Ellie S to ask if Ellie will be doing a game for this event.

ACTION: Find out if any teachers want to take on organising another game/s.

Crafts – Ms Samworth has offered to lead on a craft stall.

ACTION: see if any materials need to be purchased. Ellie to ask her about this and volunteers

Music and performances – Janelle to look into securing a drumming band for the day but might be quite late notice. Mr Adebayo is unable to attend on the day but still hoping the choir can sing. Ms Stav suggested a poetry recital from the children.

ACTION: Janelle to ask the drumming group. ACTION: Mr Winnard to ask other music teachers if they can come/look after the Choir performance. ACTION: can poetry recitals be organised? ACTION: comms out to parents asking if they can lead a dance session or any sort of performance workshop on the day?

Other things to help with:

Publicity – Banners have been ordered and will be put up in coming weeks.

ACTION: Ellie to ask Ula for poster design.

Selling tokens in advance – **ACTION: need to confirm dates to sell these and need a schedule of volunteers to help sell.**

Buying food/ drink supplies – Nat has offered to help with this. **ACTION: need a list of what is needed and where from.**

Preparing stalls in advance. **ACTION: Stall leaders to organise volunteers for their activity. Ms Stav said all staff will be attending and will be able to help with stalls. ACTION: Write up a list of stalls and what volunteering requirements are for each stall for staff.**

Setting up – inc. decorating. **ACTION: call out in comms for bunting.**

Packing down. **ACTION: call out for volunteers on the day to help with set up/pack down.**

Wet weather plans – need to plan for wet weather and where all activities will go. Nat has offered to help design a programme/map of the day.

Any other business (AOB)/Date of next meeting

Date of meeting not set. Further comms on Summer Fair planning to be sent out via WhatsApp group.