

FOWI meeting – Thursday 7th November 19:00 – Bread & Bitter

Attendees; Billie, Sam, Sadie, Jenny, Kat.

Christmas Trees/Wreaths

- Reminder sent out on Dojo & WhatsApp – orders required by Friday 8th.
- 5 orders already received for trees and 1 wreath...
- **ACT – Billie** to place order W.C 11th Nov.
- Collection to be at school between 29th and 5th Dec.

Christmas Cards

- Sent home with children Wednesday 6th Nov.
- Return to school date Wednesday 13th Nov.
 - Payments either by cash or cheque.
- No late orders this year.
- **ACT – Billie** to collect from school and update the order forms.
- Info below to show markup per item.

4.95	4.95	2.95	1.95	Cost
6.00	6.00	3.50	2.50	Sale Rate
Cards	Mug	Coaster	Gift Tags	

Next Year

- Y1 and Y2 to direct more next year and not to use crayon.
- Increase the rates for next year – potentially to £8 for the cards.
- Potential calendar for next year

Childrens Disco

Tuesday 3rd December 15:30 – 17:00 - setup from 14:45.

- Price increase to £6.00 per person following the DJ putting his prices up.
 - Sara to add to Parent Pay and publish notification either Friday 8th Nov or Monday 11th Nov.
- Includes a drink, snack & treat.
- Colour corner in class 6.

Setup to include; tables put out, jugs of juice pre-made.

Mrs Bowler to support in the management of dietary requirements.

Foundation to eat first and to start about 15 minutes in.

Volunteers below following the last meeting:

1.	Jemma
2.	Kat
3.	Priyantha
4.	Heather
5.	Sam
6.	Billie
7.	Kerry

ACT – Billie; once numbers are known, buy crisps, cakes, and cordial – dietary requirements also.

ACT – Kat to purchase 3 jugs.

Christmas Fair

Friday 6th December 15:30 – 17:00.

Stalls:

- **ACT – Sam** to create fair flyer.
- Teachers stalls x 6 – **ACT – Mrs Bowler** to ask for confirmation of what each class will do.
 - **ACT – Billie** to give each class £20 each.
- Food & Drinks:
 - Cold drinks only – **ACT – Billie** to source.
 - **ACT – Billie** Buy some crisps, doughnuts & dietary requirement bits.
 - Cakes - ask for donations **ACT – SAM** to add to the newsletter.
 - Samosas to be ordered – **ACT – Jenny/Sade** to cover the below.
 - Pre-order form to be created and publish at least 2 weeks before to ensure enough time, cut off Friday 29th Nov.
 - Brown buy bags & kitchen roll to be purchased.
 - Draft notification for Sara to share.
 - Prices £2.00 per Samosa or 3 for £5.00 on parent pay.
 - Additional samosas to be ordered for the fair.
 - **ACT – Billie;** send Sadie the phone number to find out when we need the order by.
- Teddy Tombola – Not many teddies, **ACT – Sam** to ask for donations in newsletter and on FB. If this doesn't go ahead, then do a game stall.
- Raffle – Some donations, Sadie and Sam are going to go round next week to ask. Remove a few larger items for the raffle.
- FOWI Stall 1 – Lego – Kat.
 - Lego to be put into a bucket and children to use a scoop to fill a bay.

- £1 per scoop.
- Popcorn
 - ACT – Billie to contact Carly to see where the machine is and how to work it.
 - ACT – Billie to review what supplies we already have and check dates.
- Santa’s Grotto - £4.00 per child. Susannah has done a fabulous job of creating the Grotto and sourcing decorations etc. A few questions below which Billie will pick up with Susannah on.
 - Where are we with the prebooking sheet.
 - We need to be able to select multiple children per slot at £4 per child for families with more than one child.
 - How will we take payment at the time of booking?
 - Can we have music in grotto area?
 - Will the windows have black paper on them to make it dark / more cosy?
 - Do we have a chair and throw?
 - Do we have sacks to put fake presents and the chocolate coins in?
 - What size is the Elf costume?
- ACT – Sam to create the parent volunteer list in 30 minute slots. We will then assign to a stall to give people time off.

1. Food/Drink	Sadie
2. Food/Drink	Jenny
3. Food/Drink	Billie’s Dad
4. Teddybola	Anne-Marie
5. Teddybola	Kate
6. Raffle	Mrs Bowler
7. Grotto	Jemma

8. Grotto	Hannah
9. Popcorn	Lucy
10. Lego	Kat
11.	Sara
12.	Jackie
13.	Priyantha
14.	Billie