

Bushy Hill Friends Association of Bushy (FAB) Committee Meeting – 22nd September 2016



Time: 7.45pm - 8.40pm

Reg. Charity No 1004186

Place: School

Present

Michele Wright, Vice Chair
Jane Thackstone, Treasurer
Helen Dorkings

Louisa Dormer, Head
Steph Friend-Smith, Teacher Rep
Katherine Roberts

Wendy Taylor
Fiona Millard
Alexandra Mazur

ITEM	DESCRIPTION (Actions highlighted in red)
1.	<p>Welcome Following the AGM a committee meeting was held to plan this year's events. See above for attendees.</p>
2.	<p>Review of Summer Term's Events The summer fair and other summer term events were all good. It was thought that the lower fair profit compared to last year was possibly due to poorer weather and it being held just after the Brexit vote.</p>
3.	<p>Focus on Autumn Term</p> <p>Chalky's Band Night - Saturday 1st October Katherine Roberts informed the meeting that only 4 tickets have been sold. She proposed that we ask people to buy tickets before 4pm Monday if they are interested; if ticket sales remain low then the event will be cancelled. If sufficient tickets sell to run the event then we will also need to request volunteers to help sell refreshments and supervise the door/corridor. Ideally we would have the stage set up. Actions: Mrs Dormer to ask parents to buy tickets before Monday if they wish the event to proceed. Katherine to make plans based on ticket sales by Monday 4pm.</p> <p>Macmillan Coffee Morning - Friday 30th September Michele Wright, Wendy Taylor, Jeannette Middleton, Tracey Parkes and Helen Whitcombe have all kindly arranged to help with the coffee morning and cake sale. It was hoped that this event would be an opportunity to chat to parents about how FAB supports the school and find potential new committee members. Action: Michele Wright to coordinate parent help with coffee morning.</p> <p>Harvest - Friday 7th October Wendy Taylor, Alexandra Mazur and Helen Dorking's offer to arrange tea & coffee before and between the two harvest assemblies was welcomed. The school also asked for FAB's help with packing the harvest festival food boxes. This would need to be after the second assembly finishes at 10:20. Michele Wright offered to coordinate hampers. Actions : Michele to make arrangements for hamper packing. Fiona to request harvest box packing volunteers. Wendy to check tea/coffee stock and bring milk.</p> <p>Fireworks Extravaganza – Thursday 3rd November Fiona Millard proposed that last year's format would be repeated. Ticket prices will be £6 adult and £4 child on the gate. It was agreed that advance tickets will be discounted to £5.50 adult and £3.50 child. Mrs Dormer was happy for mulled wine and beer to be sold again. Jane Thackstone's offer to send out tickets and help with set up, and Wendy Taylor and Helen Dorking's offer to coordinate the refreshments stall on the night was gratefully received. More help with the afternoon set up is needed and will be requested on volunteer forms along with assistance normally sought. Action: Fiona to request volunteers, review risk assessment with Liz Vinall and continue planning this event. Mrs Dormer to ask teachers to help and ask Mr Danson if he is available to compare. Katherine to liaise with Jo Blyth and seek estate agent sponsorship.</p> <p>Autumn Term Disco - Thursday 1st December (provisional date until DJ confirmed) Helen Dorkings very kindly offered to continue arranging discos following the well-honed format she used last year. Actions: Helen to make arrangements. Fiona to restock cups.</p> <p>Presents for Parents – Tuesday 6th December, Wednesday 7th December, Thursday 8th December Gaby Ottey has taken on coordination of this event has been purchasing presents. Dates were set to avoid Fantastic Friday on 9th December.</p>

	<p>Christmas Hampers –Thursday 15th December Michele Wright's offer to run the Christmas Hamper raffle was welcomed. Actions: Michele to plan.</p> <p>Christmas Cards Shelly Grainger kindly offered to arrange Christmas cards again this year; she requested that the teachers are asked if the pictures can be done at school this year. Mrs Dormer agreed.</p> <p>Actions: Fiona to send out green forms requesting helpers for the November and December events. This will also ask people to indicate if they are willing to help with event coordination.</p>
<p>4. 5.</p>	<p>Event Planner for 2016-7 Arrangements for Committee Handover In the absence of a new committee, agenda items 4 and 5 were left pending. To prevent cancellation of FAB activities whilst further efforts are made to find a new committee, and given the number of offers to coordinate events, Michele Wright is willing to oversee FAB's autumn term activities.</p>
<p>7.</p>	<p>Any Other Business Date of next meeting: Extraordinary General Meeting Thursday 20th October, Horse & Groom The meeting closed at 8:40pm,</p>

Fiona Millard (richardandfiona@ntlworld.com)