



AGENDA OF THE FCWS MEETING

Date & Time: Tuesday 11th October 2016 at 19.00
Venue: Staff Room, Downley Site

Present:

Apologies:

1. Welcome and introductions to any new members to FCWS.
2. Christmas Bazaar 2016 preparation:
 - a. Agree date and location – suggest Downley site on Saturday 17th December.
 - b. Main attractions – agree attractions to focus on ie sensory experience, Santa's Grotto, games, private stalls, secret auction, tombola, indoor bouncy castle.
 - c. Request for lead organisers for the Bazaar activities and produce list of stalls that will require volunteers to man. Write to staff and parents requesting their support on the day and to setup the day before.
 - d. Refreshments – agree the type of refreshments to focus on ie tea, coffee, Juice, cakes stall, mince pies, other.
 - e. Private sellers – contact usual sellers (Sanam U).
 - f. Music – Christmas hymns in main rooms and walkways. Need to source dvd players and Christmas CDs (Deanna F).
 - g. Raffle – Ticket production (Nicola S)/Any prizes from Summer fete (Sharon O)/additional donations required.
 - h. Tombola – Letter and plastic bags sent out to parents requesting donations closer to the time.
 - i. Advertising – Flyer design (Deanna F)/Printing of flyers and posters (Alan L)/Letters to Parents/delivering leaflets across Downely and Cressex housing estates.
 - j. Floats for stalls(Alan L)/Collectors/Money counters/Tokens.
3. Update on financial position (Alan L) and funds committed to date (Alan L/Gareth D/Bradley T).

4. AOB.

NEXT MEETING PROVISIONAL DATE:

TBD