

Notes and actions from meeting Friday 8th July 2016

Tokens	Lynda, Ian and Yvonne all day
Hook a duck; <i>need a paddling pool from Early Years (Sun class?) – Gill to source Friday afternoon (Helen to advise)</i>	12-1:45 Vanessa and Theo 1:45 Gill Jack
Refreshments (<i>require float – Alan Lawrence</i>)	Dan Bushe and co David
Hoopla; <i>need helium balloons for targets (Paula Bushe to source and bring in Saturday morning); large hoops to be used - quad</i>	12-1:45 Lynn Fitzpatrick and daughter Caroline Andrews (hour??); probably need another volunteer here
Cakes (<i>require float – Alan Lawrence</i>)	Helen and Sylvia
Coconut shy; Matt to set up something appropriate using PE equipment – if safe enough could go in the quad; otherwise outside with bouncy castle	Melissa Andrews and friend
BBQ	Paula and Amy
Tin can alley; <i>all resources in flat, set up Friday afternoon – quad or classroom</i>	Alison Leslie and daughter
Ice cream (<i>require float – Alan Lawrence</i>)	Charlotte and mum
Float and Cashing up	Alan and Gareth
Bouncy castle; <i>arriving Saturday morning, Sharon and Michelle to receive and ready in location)</i>	Carly Webb (may need back up)
Raffle and auction (<i>requires float – Alan Lawrence</i>)	Nicola Sheridan
Water pistol; <i>all resources in flat, set up Friday afternoon; quad</i>	Louis Sheridan
Cups and sieve; <i>all resources in flat, set up Friday afternoon; quad or classroom</i>	Marcelle Helena 1-
Asian Food (<i>float required – Alan Lawrence</i>)	Rukia
Nearly New; quad or classroom	Amy and Emily
Tombola; (is this cash or tokens? If former, float required)	Michelle
Face Painting <i>either Solar corridor or in lobby area outside Titan</i>	Sara (will need further support) Danielle ?? Magalie 12-2
Car Park attendants <i>as on field one person should suffice</i>	Ian P

Field to be used for parking; most stalls in quad or connecting classrooms – Neptune, Pluto and Saturn, depending on space once set up; NB 6 outside stalls to be accommodated (**need to ensure someone meets and greets these on the morning and directs them to where they will be set up**). Dining hall to be used for refreshments – Asian food, drinks behind counter, barbecue in area connecting the dining hall and Solar corridor. Tombola also in dining hall. **Helen to produce plan for location of all stalls etc.** Bouncy castle in area outside Titan classroom. All signs, tables and tokens to be readied on Friday afternoon. **Michelle to open up Saturday morning at 10 am; BT to ask Rhonda to close up at end of the day.** Food to be bought during week at cash and carry (**Michelle and Paula**) using purchase card; **Alan to then pass payment to school.**

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Bradley to write letter to go home on Monday, accompanied by flyer, covering – bags to be filled with small toys or sweets (to go to Marcelle); information about auction (**Nicola and Helen to advise**); thanks for Tombola prizes; request for Asian food and cakes; reminder about raffle ticket returns.

Money to be counted at end of event and stored over the weekend in the safe (**Sharon**)

Staff currently not assigned:

Sanam 11-12:30

Zoe

Sharon

Sarah New 2-4

Lou 12-1