



11<sup>th</sup> October 2016

**MINUTES OF THE FRIENDS OF CHILTERN WOOD MEETING HELD ON 11<sup>th</sup> OCTOBER 2016 AT MAPLEWOOD SITE**

**Attendance:** Alan Lawrence (ALa), Gareth Davies (GD), Bradley Taylor (BT), Lynn King (LK), Theresa Howells (TH), Alison Leslie (AL), Jian Pan (JP), Marcelle Peacock (MP), Rachel Amos (RA), Maria Bovingdon (MB), Marcelle Peacock (MP), Sharon O'Toole (ST), Caroline Andrews (CA), Melissa Andrews (MA), Charlotte Johns (CJ)

**Apologies;** Sanam Ullah (SU), Nicola Sheridan (NS), Claire Dancer (CD), Jackie Fryer (JF), Deanna Fryer (DF), Rukia Sattar (RS), Khawer Tamimi (KT), Phillipa Dadd (PD), Paula Bushe (PB), Helen Thomas (HT), Lynn Fitzpatrick (LF), Gill Jack (GJ)

Item	Discussion	Action
1	The Chairman welcomed all attendees to the meeting.  Apologies were given on behalf of absent members.	N/A
2	<p><b>Christmas Bazaar</b></p> <ul style="list-style-type: none"> <li>- The Bazaar would be held on Saturday 17<sup>th</sup> December.</li> <li>- Activities would include Santas Grotto, a Sensory Experience, use of the soft play, indoor bouncy castle, face painting, game stalls and private sellers.</li> <li>- Refreshments would include tea, coffee, juice, Friuty wine (non-alcoholic), hotdogs and mince pies.</li> <li>- LK would take the lead in organising the Sensory Experience and the Santa's Grotto.</li> <li>- BT and LK would coordinate the layout of the Bazaar.</li> <li>- GD would send out a letter to parents to inform them of the Bazaar and the main activities.</li> <li>- GD would produce a letter requesting donations for the raffle and send out to both FCWS members and to parents/carers.</li> <li>- GD would send Bradley a sign up sheet for</li> </ul>	<p><b>All</b></p> <p><b>LK</b></p> <p><b>BT/LK</b></p> <p><b>GD</b></p> <p><b>GD</b></p> <p><b>GD</b></p>

	<p>placing names against the stalls.</p> <ul style="list-style-type: none"> <li>- MP would liaise with Eileen to source the stalls used last year.</li> <li>- MP would talk to Deanna to arrange for christmas music in the background.</li> <li>- Gill Jack had contact with a Steel Drums band; BT would ask GJ to look at inviting them to play at the Bazaar.</li> <li>- NS to arrange the printing of 2,000 raffle tickets once a number of big prizes had been donated and could be added to the front of the raffle tickets.</li> <li>- AL would donate wrapping paper but needed to know how many rolls were required.</li> <li>- SO and MB would pass a list of local businesses to RA who would take students out to ask for donations.</li> <li>- MP would send out a bag to parents/carers on 12<sup>th</sup> December requesting donations of prizes for the games stalls.</li> <li>- BT would write out to parents and carers to inform them of a mufti day on 9<sup>th</sup> December and ask for prize donations for the Tombola.</li> <li>- SU to arrange for parents and carers to come in to school on 15<sup>th</sup> December, as part of a coffee morning, to help pack presents and prizes and assist with any last minute arrangements.</li> <li>- Alison L would ask her husband to be Santa Clause again this year. A sofa would be made available to make Santa more comfortable.</li> <li>- GD would send the FCWS motto to Deanna and ask her to design the leaflet and send to AL for printing.</li> <li>- AL would arrange for the leaflets and poster to be printed.</li> <li>- LK would arrange for advertising the event through Downley.</li> <li>- RA would arrange for the senior students to help leaflet drop.</li> <li>- BT would engage with ex-students, Marlow Opportunity Play Group, Sunshine Montasori and Moor Lane to invite them to the event.</li> </ul>	<p><b>MP</b></p> <p><b>MP</b></p> <p><b>GJ</b></p> <p><b>NS</b></p> <p><b>AL</b></p> <p><b>SO/MB/RA</b></p> <p><b>MP</b></p> <p><b>BT</b></p> <p><b>SU</b></p> <p><b>AL</b></p> <p><b>GD/DF</b></p> <p><b>AL</b></p> <p><b>LK</b></p> <p><b>RA</b></p> <p><b>BT</b></p>
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3	<b>AOB</b> - BT discussed that there was a plan to hold a staff pantomime on a school afternoon. It would be a good opportunity to raise money as well as entertaining the pupils.	
	<b>Date of next meeting: 22<sup>nd</sup> November at Downley Site</b>	