

# Minutes from SAF Meeting 20/10/2016

Present:

Davina Benton                      Sally Martin

Helen Brownell                    Nic Hope

Apologies:

Sam Cunningham

## Disco Planning

HB reported that

- she is seeing the caretaker for risk assessment on 2/11
- she is double checking that the `dj has got the cheque and to take the list of requested songs over to him
- she will go to Bookers and check on levels of drinks stock
- we will all do sweet bagging on 14 and 15 November, to store the sweets at the school
- £120 in notes will be withdrawn from ATM on the day of the disco to pay for the DJ
- she has a list of parents who are willing to help on the day

To do:

- buy battery operated fairy lights and bunting - NH
- tell George details so that they can be sent out to parents
  - pay money (£1.50) on the door
  - ensure that children are picked up at the end as it will be dark
  - timings are 4.30-6 for years 3 & 4 and 6.15-7.45 for years 5 & 6

## AOB

- NH to go to banner shop to enquire about pricing for a large banner for event publicity
- NH to double check with Jo at Little Treasures that she wants a stall at the Winter Fayre
- We will organise a cake sale for the Children in Need day
- DB to inform school that the pupil council can manage a stall at the Winter Fayre, letting them organise contributions from all other pupils

- We will ask George to do a shout out for a photographer for the Winter Fayre
- DB will organise Facebook updates re Winter Fayre and school disco
- NH to hand over all banking information, papers and cards to SC
- SM to ask the new comic book store for donations to the Winter Fayre

Date of the Next Meeting

Full meeting - 7.30pm 02/11/16