

Friends of West Lynn School

Minutes of Meeting

Tuesday 4<sup>th</sup> October 2022

Agenda Item	Notes	Person Responsible
1. Present	Claire Norris (CN) Gail Scott (GS) Michelle Adams (MA)	
2. Prize Request Letters	Letters need handing out for prize requests.	CN to distribute to agreed places.
3. Christmas Fayre  Saturday 26 <sup>th</sup> November	<u>Stall bookings</u> – Bunty’s, Lou Lou Wax Melts, Miniature Dreams, Eve M, WL Football Club, Usborne Books, Avon. <u>Our Stalls</u> – Find the Glittery Carrot, Guess the Name, Sweet Cones, Lucky Lapland, Teddy Stall, Christmas Links, Chocolate Tombola, Raffle, Guinea Pigs, Grotto, Refreshments.  Set up on Friday 25 <sup>th</sup> November.	Request for teddies to go out.  Find a Father Christmas.
4. Cinema Club  Thursday 15 <sup>th</sup> December	Cinema Club is more successful than Disco and less organising/helpers.	Cancel Christmas Disco and replace with Cinema Club
5. Christmas Bingo  Monday 28 <sup>th</sup> November	Bingo Shopping Tuesday 22 <sup>nd</sup> November.	GS and CN to sort the Bingo Prizes out on Wednesday 23 <sup>rd</sup> November.
6. Nativity Crèche	Claire will get food for the crèche.	Ask Julie to help.
7. Volunteers	We need DBS checked helpers in school – ask at AGM who is prepared to get DBS checked.	
8. Jobs/Help Needed for Christmas Events	<u>Christmas Fayre</u> <ul style="list-style-type: none"> <li>• Links</li> <li>• Sweet Cones</li> <li>• Stall helpers</li> <li>• Cake/biscuit making</li> <li>• Reindeer Food</li> <li>• Wrapping Grotto Presents</li> <li>• Setting Up On Friday</li> </ul> <u>Bingo</u> <ul style="list-style-type: none"> <li>• Help with Refreshments</li> <li>• Cake Donations</li> </ul>	

	<ul style="list-style-type: none"> <li>• Prize/Raffle donations</li> </ul>	
9. Jobs/Help Needed Throughout the year	<ul style="list-style-type: none"> <li>• Buying Guinea Pig Essentials</li> <li>• Posting Letters</li> <li>• Setting up/Stapling Links</li> <li>• Advertising</li> <li>• Collecting Prizes</li> <li>• Helping at Discos and Other Events</li> <li>• Cash and Carry Runs</li> <li>• Bingo Shopping</li> <li>• Baking Cakes</li> <li>• Nativity Crèche</li> <li>• Making Reindeer Food</li> <li>• Wrapping Grotto Presents</li> <li>• Picking Up Easter Eggs/Selection Boxes</li> <li>• Organising and Running Events/Stalls</li> </ul>	