

# Minutes of Friends of Oxford Gardens Meeting (FOGS)

**Held on 12<sup>th</sup> November 2015 at 9.15am**

## **Present**

Jennifer, Hanan, Yasmeen, Junko, Adriana, Holiday, Gemma, Sharon, Lauren (staff)  
Juliane, Kira (staff) Sara, Claire (staff) Liz, Carolyn

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Liz started by welcoming everybody to the meeting.

There were no corrections to the minutes of the previous meeting.

## **Agenda**

- Xmas Panto
- Winter Fayre / Book & Toy Sale

## **Panto - Mother Goose Monday 14<sup>th</sup> December at 6pm**

Lauren confirmed that posters are up, texts sent to parents and dates of ticket sales agreed.

- Decided we would have bench seats for children only, rather than floor seats.
- There won't be an interval as it may be too disruptive as the show is only for 1 hour – instead doors will open from 5.30pm and drinks and snacks can be bought before the show starts.
- Tickets on sale 19<sup>th</sup> and 20<sup>th</sup> November. Morning and afternoon in the school playground.

## **Volunteers to sell tickets**

- |                           |                 |                          |
|---------------------------|-----------------|--------------------------|
| ➤ Thurs 19 <sup>th</sup>  | 8.45 - 9.15am   | Gemma, Carolyn & Yasmeen |
| ➤ Thurs 19 <sup>th</sup>  | 3.45pm – 4.15pm | Liz & Jennifer           |
| ➤ Friday 20 <sup>th</sup> | 8.45 – 9.15am   | Hanan & Junko            |
| ➤ Friday 20 <sup>th</sup> | 3.45 - 4.15pm   | Liz & Holiday            |

- Maximum of 4 child tickets per adult ticket sold.
- Tickets will be numbered from 1-80
- Volunteers to note buyers name on each adult ticket sold along with the ticket numbers of any additional tickets sold to that person.
- Alongside this we will keep a record of ticket numbers and who they have been sold to in case any are mislaid before the event.
- Volunteers can collect the float from the office before each session
- Dave and Steve will set out tables before each session.

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## **Snacks and Drinks**

- Caralyn suggested a couple of parents could make popcorn at home and bring it in large containers. We could then sell it in basic popcorn boxes / paper cups.
- Hanan said Poundland sell small cups of Calypo drinks with straws at 12 for £1.00. Liz will look into costings for drinks and popcorn, and a decision will be made at next meeting of what to buy and how much to sell them for but we are looking at 50p - £1.00.
- On the 14<sup>th</sup> we will need more volunteers to help with selling snacks, and supervising the event, as well as helping to clear up at the end. This can be decided at the next meeting.

## **Winter Fayre / Book and Toy Sale 3<sup>rd</sup> December after school**

- Text will go out to parents (26<sup>th</sup> November) a week before the event informing them they can now bring in donated items which are in good condition. These can be left at the office.
- Ms Shepherd has agreed to organise school choir to sing carols.
- Carol singers – in the playground under sheltered area along with - hot drinks, cakes and mince pies stalls
- Toy and book sale will take place in the hall -and will be grouped by price i.e 50p table £1.00 table etc. There will also be cakes and mince pies on sale indoors. We may also be able to serve hot drinks inside but this will be clarified.
- We could arrange a few seating areas inside and outside and Christmas decorations
- Class reps to send messages to parents asking for donated cakes and mince pies.
- Lauren to speak to Lucille to see if her cookery classes could make some mince pies or cakes.

**Raffle** – Suggested that we could organise a raffle with a few prizes to raise more money.

- Kira may be able to arrange for a photoshoot as a prize
- Claire – may have some tickets to see Little Minx
- If any panto tickets left – we could also raffle a set of four tickets.
- Other ideas - approaching local Florist and Toy shop. (Sharon / Liz)
- Decision on whether to go ahead with raffle will be decided at next meeting

## **Volunteers**

- Needed from 2.30pm on the day. Jennifer, Hanan, Caralyn, Holiday, Liz, Gemma, Sharon plus 3 teachers available.
- Class reps to find out if other parents are available to help.
- Roles will be assigned on the day.

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## **AOB**

### **National Type 1 Diabetes Day 13/11/15**

Yasmeen reminded the group that it was National Type 1 Diabetes day tomorrow (Friday 13<sup>th</sup>) and children could come to school wearing their onesies and donate £1.00. There were a few posters around the school, but other than that it hadn't been well advertised. Yasmeen will ask the office to send a text to parents today.

### **Feedback on school uniform sale**

Junko asked for feedback on the school uniform sale and Caralyn confirmed that they had raised £84.90 – which everybody thought was a good amount. Discussion around whether we should have a stall at the winter fayre. It was agreed that this wasn't necessary as it was a popular anyway and other dates could be organised quite easily.

Meeting closed at 10.15 am, Liz thanked everybody for attending

**Next Meeting: Thursday 26<sup>th</sup> November at 9.15am**

### **\*\*\*\*\* Important update from Liz since this meeting \*\*\*\*\***

It is likely that the raffle will go ahead and the confirmed prizes are as follows;

- Little Mix tickets
- Photography session
- Christmas Tree from The Flower Kiosk
- Goodies from St Helen's Café
- Dolls from Honey Jam
- X Factor Mug
- 2 jewellery prizes from Sara - Freya's mum & Grace - Elliot's mum

The raffle will be drawn at the Toy / Book Sale so we need to arrange for tickets to be sold ahead of this.