

FOWD Minutes 23/09/16

Apologies: Andrea, Hilary, Bilal, Hebe

Present: Anne, Lorna, Minnie, Hani, Hui-Jin, Kelly.

Cake sales

- Hani and Hui-Jin are happy to continue leading on this. A few of our usual helpers will not be able to help anymore and so we will need to really push getting people to bake for the sale.
- Hani can still sell at the sale but Hui-Jin can't. Hani will ask Miss Gale to help and we need one or two others. **UPDATE: Miss Gail is unavailable to help.**
- Hani and Hui-Jin will buy what they need for the sale and reimburse themselves from the proceeds, putting their receipts in the safe with the takings. Minnie will then count and sort the money.
- Next sale proposed for Friday October 14th **BILAL** to confirm this with school and Ceaser/Les. **UPDATE: Bilal has confirmed that this date is fine.**
- We should flyer for FOWD at the sale. We need volunteers for this.
- We should do 1 sale per half term until we get more helpers/bakers and then we can do more.
- **There will be a meeting on 7th October for the cake sale**
- Posters for the sale will go up on **10th October**. Anne to get wording to Kelly for this.

Bank Account

- The cooperative have requested more documentation. Minnie is working on it.

Website

- We need some content re FOWD on the school website. Anne to find out how we do this. Particularly as the federation are having a new website designed.

Christmas/Winter Fair.

- **9th December** has been confirmed as the date for the fair, after school. We would like the entrance to the fair to be down the ramp, into the playground and then into the hall (if the new dining hall is not available).
- It was agreed that we need to be creative in terms of what the event is, as we are so low on space. For instance, can we have a grotto in the playground?
- It is likely that the event will have to be ticketed in order to restrict numbers. This is not really within our ethos as we would like all events to be very open and inclusive. However, we can only work with the space we have at present
- We agreed to meet next Friday at 9am for a dedicated Christmas Fair meeting. We can pin down what we will do, assign roles and make a project plan

Sponsorship

- Anne and Kelly have been speaking to Berkeley homes who are redeveloping the Woodberry Down area. We are hoping that they would like to give FOWD a large charitable contribution. Anne has checked with the federations business manager that this is ok for us to do.
- Anne, Kelly and Minnie have agreed to meet about this specific subject only on 7th October at 2pm. We will meet in a nearby coffee shop. If anyone feels that they have any skills to contribute, or would like to help with this then please let us know so that you can join the meeting.

NEXT MEETING: Friday 30th September 2016 9am