

## **Friends of Woodberry Down School**

### **Minutes from meeting on 18 Nov 2016**

#### **Things to note the group**

Kelly, Minnie and Anne will be meeting Barclays Bank next week to set up the FOWD bank account as the Coop bank option has not worked.

Whilst this is being sorted out, Anne is meeting with Ian, the school bursar, to get him to write a cheque for £600 to cash in Anne's bank account to pay for things we need for the Santa grotto.

#### **Santa Grotto**

It has been agreed to use the Upper hall for the event to prevent bad weather causing us problems. We need to check the power available in the upper hall so we can get the right lighting in there to make it Christmassy.

**Bilal: Check with Les and Caesar.**

Anne knows someone who might be able to do a special light installation for the grotto.

Because we are having the grotto on the same night as the parents evening, Mr Hewie has asked that we have something for all parents and not just those buying tickets for the grotto.

We have decided to have food in the sheltered area at the front of the school. There will be the Christmas tree and the choir can sing there.

Food. We need warm plates to keep food hot. We will serve chicken Hot Dogs, Samosas, Cakes, Hot punch, mulled wine, tea, coffee, hot choc.

**Hilary coordinating with Aisha and Sartu**

The choir will be doing 2 performances

**Bilal organising**

Grotto Gifts. Anne has been able to get a donation of 50 books from Walker books. There were 70 gifts left over from the summer fair that can be used. Which leaves about 125 gifts left to get.

**Demet will see if she can get more donations.**

If not, Anne will order special Santa's gifts packs (Christmas colouring book, pencils, stickers).

Tickets for the grotto will be £1.50 to help cover the cost of the gifts.

Anne has asked the school to send out appointments for parents evening next week so we can have a more organised ticketing for the grotto. Once the parents evening slots are out we will then sell tickets in time slots for the grotto. To get all kids in we should aim to get 5 kids at a time with Santa. To

encourage good flow of groups of kids we could have sweets on leaving Santa.

**Angela will check the dimensions of the grotto to see if this is possible and for parents to get a photo.**

Who will be Santa? We need 2.

**Sartu's father in law and Aisha's brother will be asked.**

The poster will go up next week around the school.

**Kelly to do poster and Bilal to get posters up and to get it in the newsletter.**

We need to arrange music for the grotto queue

**Heba will speak to Caesar.**

We talked about having other games available for the queues.

At the next meeting at 9 am next Friday, 25th Nov we will:

- Agree what volunteers we need to do what
- Agree full volunteer schedule
- Agree final food
- Agree final ticketing