

**Summary of Actions**  
**Christmas Planning Meeting for the Friends of Hinguar**  
**Wednesday 2<sup>nd</sup> November 2022 at 8:15pm**

**Registered Charity No. 1169420**



Appointment	Attending	Apologies
Chair	Mrs A Gorman	
Deputy	Mrs N Boxcer	
Treasurer	Mr A Balmer	
Secretary	Mrs L Balmer	
	Mrs K Eyre	
	Miss S Burgess	
		Dr L Smith

Reference Annex A to Meeting Agenda 17 October 2022

Item No	Subject	Update	Action
1	Uniform Sale	<p>Parents Evening Preloved Uniform Sale:</p> <ul style="list-style-type: none"> <li>- No one available for Monday evening.</li> <li>- Lana, Nicola (AI) available for Wednesday.</li> <li>- Katie/Sammi check their availability.</li> <li>- Email Mrs Waite to see if feasible.</li> </ul> <p>Considered the idea of a 'Uniform Request Form' to be fulfilled at sales only. TBD</p>	LB
2	Club 100	<p>Conversation about 'drumming up' interest in Club 100. This led to a conversation about 'who are we', how do parents know who their committee/trustees are.</p> <p>We need to capture new parents, new intake. We need to give new parents to school a welcome pack from FOH, with all the useful information.</p> <p>It was agreed this was a good idea, but we are very busy at present with Christmas events, TBD in January, this will be our project for the quiet New Year period. Nicola to oversee.</p>	NB
3	Parent Engagement	Quiz Night – TBD	All
4	Halloween Competition	<p>Collate entries.</p> <p>If we have only a few entries we often give all children a certificate and little prize</p>	LB

5	Cauliflower Cards	Some comments received in a year group about the quality of the children's Christmas card designs. It was agreed to email Mrs Waite to discuss.	LB
6	Non-Uniform Day	Children's Fair Day 2 <sup>nd</sup> December 2022.	
7	Adult Gift Fair	<p>20 stalls (2 doubles)</p> <p>Discussion regarding alcohol sales. It was agreed in line with alcohol license this should remain on sale in the George Suite as stated. It was also agreed this is a good way to ensure shopper traffic to this area and keep the sellers in this location happy.</p> <p>Floor Plan briefly discussed:</p> <ul style="list-style-type: none"> <li>- Entrance, Sealed Bucket on door. (Check rules for charity collections). Free tote bag.</li> <li>- Internal entrance doors closed, traffic enter past Mrs Waites office into main hall.</li> <li>- Singer in Main Hall, right corner as you walk in</li> <li>- FOH stall left corner as you walk in. Selling on the night raffle tickets with display and Grand Raffle Tickets.</li> <li>- Signage needed.</li> <li>- Food vendors, Boozy Tombola in George Suite.</li> <li>- Crafty Mermaid at the bottom of stairs (Blocking staircase).</li> <li>- Additionally we may have space for 2/3 vendors in main entrance.</li> </ul> <p>Flyers ordered, need distribution.</p> <p>Volunteers required: 2 Bar 2 FOH/Raffle Stall 1 Entrance 1 Floater 1 Car Park attendant LB coordinate Volunteers</p> <p>Cash floats required</p> <p>8 tables requested and chairs for all stalls, check with caretaker.</p> <p>Risk Assessment</p> <p>Refreshments:</p> <ul style="list-style-type: none"> <li>- Prosecco – need to look for deals 12 bottles</li> <li>- Chambord, 2 bottles</li> <li>- Candy floss, big tub</li> <li>- Mulled wine and fruit</li> <li>- Hot choc, tea, coffee</li> <li>- Mince pies</li> </ul>	<p>LB</p> <p>AB</p> <p>LB</p> <p>AG</p> <p>LS</p>

		<p>- Cupboard stock check to see what items we already have.</p> <p>Balloon Arch for reception, ask Mrs Waite can it then stay up till Kids Fair +?</p> <p>Boozy Tombola donations required, Parent and FB Garrison post.</p> <p>Walk around meeting Friday 18<sup>th</sup> Nov 22 12pm.</p>	<p>LB</p> <p>LB</p> <p>LB</p> <p>All</p>
8	Christmas Tree	Text message sent to Kingdom of Trees.	LB
9	Children's Fair	<p>2<sup>nd</sup> December</p> <p>Santa's Grotto (£2.50 visit) &amp; Elfridges</p> <p>Elfridges Gifts (Max spend £1.50):</p> <p>Poppets</p> <p>Fidgets</p> <p>Check Claires</p> <p>Check Barnardos</p> <p>Footballs in cupboard</p> <p>Check FOH cupboard for gifts</p> <p>Large Chocolate Santas – Lidl</p> <p>Selection Boxes, Asda with discount</p> <p>Mini Milk bottles with sweet bag</p> <p>Mrs Oakley's headbands</p> <p>Elfridges gifts are presented lovely but unwrapped like being in a toy shop. Stickers and choc coin/candy cane.</p> <p>Santa Confirmed, KE to check suit.</p> <p>Decorations for Grotto, inflatables</p> <p>Santa Visit Logistics, 10 slots per 15 mins inc siblings for 2 hrs 15 mins, this means 80 children plus siblings, allows 30 mins spare for over running. Once the list is full, it's a case of coming back at allotted time and waiting turn during that period. Based on number of children, we need to purchase 200-250 gifts (to give choice). However left overs could be used for Secret Santa Stall or other events, prizes.</p> <p>Need small packs of sweets, Haribos etc</p> <p>Hampers to be raffled at kids fair as gets people to stay till the end and it's a quick draw as only 8 hampers.</p> <p>Colours:</p> <p>Gold Yr6</p> <p>Silver Yr5</p> <p>Red Yr4</p> <p>Green Yr3</p>	<p>LB</p> <p>KE</p> <p>All</p>

		<p>White Yr2 Blue Yr1 Purple Reception Rainbow - Nursery</p> <p>Order baskets and corresponding tissue to go in class rooms to be filled. Collections week commencing 28<sup>th</sup> Nov, advertise!</p> <p>Parent volunteers, LB coordinate.</p> <p>Mrs Waite has been sent staff volunteer request.</p> <p>30 Floats, lots of small change.</p> <p>Christmas Crafts</p> <p>Toy tombola donations</p> <p>Food, hot dogs, drinks.</p> <p>Flyers, Hunt Roche have agreed to pay for. Our Flyer one side and reverse, half a word search competition entry to complete and return, other half Hunt Roche advert. Approx cost £35 Vista Print, 180 gsm + matt printing for writing on.</p>	<p>LB</p> <p>AW</p> <p>AB</p>
10	Grand Raffle	Order raffle tickets, quick view of proof shown.	LB
11	Secret Santa Stall	<p>Hunt out last year's inventory, see number of gifts purchased last year, approx. 450, check items purchased last year.</p> <p>Fudge Shortbread Biscuits Jellies Truffles Milk Tray Mason jars Bath Bombs Diary Note Book Pens Smellies Xmas Decoration Mummy/Daddy Items Bracelet Dad Gadgets Key Rings Xmas Socks Bottle Openers</p>	LB

12	Christmas Lunch	Keep eye out for cheap crackers, £3 for 12, Lidl was last year's crackers.	
13	Pantomime	Magician and buffet for Nursery, Reception, 76 children. Magician paid £50. Sammi/LB speak to Mrs Coman (ASDA Foundation) re buffet.	LB

**ANNEX A to AGENDA**  
**Meeting of the Friends of Hinguar**  
**Monday 17<sup>th</sup> October 2022 at 1900**

**Registered Charity No. 1169420**



Event	Proposed Date	Details
Uniform Sale	1 Each Term (minimum)	
Club 100	Drawn Each Term (minimum)	
Parent/Guardian Coffee Morning	1 Each Term	
Halloween Craft Competition	Over Oct Half Term 2022 24-29 Oct 2022	
Cauliflower Cards – Christmas Cards	ASAP	
Non-Uniform Day	W/C 5 Dec 2022	Children can wear non-uniform in exchange for donations to Class Christmas Hampers
Adult Christmas Gift Fair	Wed 23 Nov 2022	(was Wed 17 Nov 2021)
Christmas Tree	End Nov/Start Dec 2022	
Children's Christmas Fair	W/C 28 Nov 2022	
Christmas Raffle	Draw Date Mon 11 Dec 2022	
Secret Santa Stall	3 days: 11,12,13 Dec 2022 Mon-Wed	(Cash Only)
Children's Christmas Lunch/Jumper Day	Wed 14 Dec 2022	Christmas Crackers
Pantomime	Mon 19 Dec 2022	
Raise £20.23 for 2023	Feb 2023	
Ambition Day	W/C 27 Feb 2023	Aspirations Week 27 Feb – 3 Mar
Mother's Day Stall (19 Mar)	3 days: 13,14,15 Mar 2023 Mon-Wed	(Cash Only)
Easter Craft Competition	Over Easter Holiday 31 Mar – 17 Apr 2023	
Father's Day Stall (18 Jun)	3 days: 12,13,14 Jun 2023 Mon-Wed	(Cash Only)
Summer Fair	Saturday 1 or 8 July 2023	
Year 6 Leavers Assembly/Gift	19 Jul 2023 2pm	Gift (see 2022)
Year 6 Disco	19 Jul 2023 6:30 – 8pm	Donation (see 2022)