


Enterprise Group: Minutes 2024-2025			
Date:02/09/24		School	
		Primary	Saint Joseph's Members
		P1	Noah
		P2	Matthew
		P3	Aria-Lydia
		P4	Danna, Ebony
		P5	Robin
		P6	Myra, Danielle
		P7	Thorin, Maya
		Staff	Mrs Mann

1. **Welcome** - Mrs Mann welcomed our new committee members to our Term 1. meeting.

Current Projects

2. Macmillan Coffee Morning (afternoon)

Everyone agreed that we should have a McMillan coffee morning to help raise funds for this important charity. The group agreed that it is important to advertise the event. The children discussed ideas on how best to organise this event. Each member of the group volunteered to make posters that we could put around our school to encourage people to come. They also agreed that we should send requests for baking and invitations home to make sure every family knew about our coffee morning and that they could share this with their families and friends too to get as many people as possible to come.

Action: Posters to be created by group members to be displayed in school to advertise event.

Action: Create an invitation request & invitation letters to send to families

3. Refreshments

Mrs Mann asked the group what we would need to offer for refreshments along with the home baking we hope to get donated. The group suggested Tea/Coffee/Juice/ Milk/Sugar . They also felt we should have Tablecloths/Banners/Display/Plates/Serviettes/Cutlery/Crockery Price tags/Donation Box

Action: Create a shopping list for Mrs Mann to get the resources ready

4. Activities

There were suggestions that we should have a craft/activity table for the boys and girls to do so that everyone was kept entertained. Some suggested McMillan colouring in, others suggested decorating biscuits.

Action: Organise fun activities that children can do at a craft table


5. Responsibilities & Fundraising Ideas

The group talked about what jobs would need to be done at the coffee morning. They suggested that pupils could help clear tables and go round tables selling Guess the Bear's names tries and Guess the Weight of the Cake tries.

Action: Enterprise group to decide who will take on which jobs for further fundraising on the day.

Mrs Mann thanked everyone for their time and hard work

6. **Date of Next Meeting** - To be scheduled

	Enterprise Actions	Who by?	When by?
	Posters to be created by group members to be displayed in school to advertise event.	All Enterprise group members.	Wednesday 25 th September.
	Invitation letters to be sent home to invite parents/care givers and family to event.	School Secretary on behalf of Enterprise group	Monday 23 rd September
	Letters sent out to home to ask for baking donations for event.	School Secretary on behalf of Enterprise group	Monday 23 rd September
	Tea/Coffee/Juice/ Milk/Sugar Tablecloths/Banners/Display/Plates/Serviettes/Cutlery/Crockery Price tags/Donation Box	All Enterprise group members/ Mrs Mann	Monday 30 th September
	Organise water urn and other requirements	Mrs Mann	Monday 30 th September
	Organise tables, pricing, display, setting out food & drinks and general set up.	All Enterprise group members/ Mrs Mann	Monday 30 th September
	Serving drinks and food Collecting money/donations	P5-7 Enterprise group members/Mrs Mann	Monday 30 th September
	Tidying up after event	P5-7 Enterprise group members/Staff Members	Monday 30 th September