

Meeting of Crookfur Primary and Nursery Class Fundraising Committee.  
Meeting at 17 Old Cadrig Way on Thursday 24<sup>th</sup> May 2018

Attendees:

Gillian Leitch Chair  
Cara Macdonald Secretary  
Gillian Plews Treasurer  
Jillian Finlay  
Christian Norman  
Naheed Aftab  
Vicky Zoers  
Sheena McGuigan (HT)

**1. Welcome and Opening Remarks**

Thank you to Gillian Plews for hosting the meeting as due to a change of date we were unable to find a room at Eastwood High.

**2. Apologies**

Sarah Wilson  
Jenny O'Gorman  
Denny Henderson  
Shabana Hussain  
Karen Parker  
Kirsty Pugh  
Lynsey Timmons  
Claire Dowse

**3. Minutes of the previous meeting**

Agreed

**4. Expenditure Requests**

- Expenditure requests for £200 towards the p6 trip, money to cover the cost of the p7 leavers' dictionaries and nursery ties (already purchased by Karen Stewart) were all agreed.

- There was discussion about the Committee making a contribution to the P7 Leavers event. It was agreed that we could make a contribution of a couple of hundred pounds in addition to what the school pays for the event. In future it was felt that while we might continue to support this, there would likely be a need for some form of fundraising by the pupils.
- A question was also raised about the School's £2 per head contribution to the cost of school trips as there was uncertainty over whether Karen Stewart had kept this money back. Mrs McGuigan said she would check this and said that she was looking into a wider review of school trips with a view to ensuring that the number of trips was capped and also to make sure that there was a consistent approach to the number of school trips pupils would go on across the school. It was noted that we would have to bear this amount of money for trips in mind for next year and ensure it was kept aside.

## **5. Future events**

- A date of Thursday 24<sup>th</sup> September was agreed for the P1 disco 1 September. Gillian Leitch said that she would book Heather the DJ.
- It was also felt that the monthly meeting should be quicker and shorter and should not be aligned with the Parent Council.
- Following a discussion around timing of meetings, it was agreed that the meetings should stay at 7pm and that they should be held at Eastwood High where possible.

## **6. Financial Statement**

- Current balance is £2966.60
- This takes into consideration the cheque for the welly sheds which has now been cashed, the £316 requested by Angela Biggart for the waterproof suits and the CD and DVD players all of which have now been paid for.

- The outstanding items still to come off this amount are Public Liability Insurance which needs renewed, cheques totaling £224.98 for medals for talent show etc which have not been cashed and money for ties and dictionaries mentioned above.

## **7. The School Fair**

- Gillian Leitch said that she now felt that we had enough volunteers to cover the core jobs at the Fair but was still hopeful that we might get a few more volunteers nearer the time, particularly dads to help with manning the car park.
- It was agreed that there would be a bouncy castle if it was dry and that we should pay the extra charge to ensure it was manned.
- The ice cream van was booked with an agreement that no item should cost more than £2.
- 10 platters of subways and quenchy cups being donated by Naheed.
- 300 bottles of water being donated by the co-op which it was proposed that we would sell for 50p. It was agreed that we would keep any left overs for the school discos.
- It was agreed that all payments for food and drinks should be made in cash with tokens being used for activities.
- Gillian Leitch said that we were waiting for more raffle tickets as we hadn't previously ordered enough.
- It was proposed that we use old books of raffle tickets as tokens.
- Posie Bows said that they would run a cash stall with a table of 4-6 at a time with the opportunity to make your own bracelet.
- Gillian Leitch said she would check with MACS that they were fine to do hair and make up, we would just need to buy some

cheap nail polish. Cara Macdonald said that she would do this. It was also agreed that we would try to source face painting stencils.

- Both raffle and alcohol licences have been agreed. The prosecco would be sold in the gazebo if dry and the hatch in the kitchen if wet.
- Tombola to be held in the P5/6 classroom with donations in the week running up to the fair. This would need to be set up the day before.
- Poos in the loos with prizes.
- Posie Bows to be outside weather permitting as people often don't know they are there if they are in a classroom.
- Beat the goalie, treasure hunt and guess the number of balloons in the car were also agreed.
- It was felt it would be very important to man the car park to ensure disabled access only and to help with ensuring that there were no unaccompanied under 18s at the event. All entry would be through the main gate with a bench over the other gate to ensure no one got in that way.
- It was also thought that weather permitting we would have an obstacle course in the P1 playground.
- Guess the birthday of the teddy and a paper aeroplane competition were also suggested as activities volunteer permitting.
- It was agreed that we would have participation for the Little Art School and the British Transport Police and that these would be free activities.
- Christian agreed that she could provide an outdoor PA system for the event. In addition, Committee members would have walkie talkies and high vis jackets

- It was also agreed that the Committee would buy a series of small prizes for Poos in the Loos etc as it had been very difficult to secure free prizes from anyone.
- It was agreed that tokens for the fair would be sold on the Thursday and Friday prior to the fair at school and nursery pick up times.

## **8. AOCB**

The next meeting will be held in September.