

Friends of Coppermill Meeting Minutes

4th February 2019

Present: Hannah Webster, Natalie Semar, Judith Shipman, Nicolianna Petridou

Quiz

Rota for ticket selling this week

	AM	PM
Monday	Sarah	Natalie
Tuesday	Sarah	Natalie
Wednesday	Hannah	Natalie
Thursday	Jo W/Hannah	Natalie
Friday	Judith	Judith

Risk Assessment reviewed with Nicolianna

Nicolianna has informed teachers of the event and how to purchase tickets. 1 table of teachers already arranged.

Roles for the evening discussed:

Set up	Hannah, Natalie, Kamila,	
Food collection and delivery	Judith	
Welcome	At the door: Natalie	In the hall: Hannah
Mr Jessener's Assistant	Hannah	
Raffle ticket selling		
Tidy Up	All will help	
Lock up	Figen and Nicolianna	

Nicolianna has given us her mobile number for access for set up from 6pm. Judith to drive Lamud and the food to school car park. Lamud may require some assistance to get the food into the car – either she will arrange or perhaps Kamilla can assist. We will help to unload car at school. Judith to drive Lamud and her pots home after food is served.

To bring/get:

Crisps – Natalie

Food containers in case of left over food – Hannah and Natalie

Cordial and fizzy water – Hannah

Print off signs - Toilets, No entry, Table signs

Things to arrange at school:

Bowls for crisps – 6 plastic bowls in cupboard and bowls from the staff room

Plates – 10 plastic plates in the cupboard, approx. 20 in the staff room,

Drinks - green cups for tea and coffee, plastic cups in the cupboard, tea and coffee in cupboard.

Recycling box from the staff room for bottles

Kitchen sink of hot soapy water to wash plates.

Tea-towel and cloths from cupboard

Serving spoons from cupboard
Box for forks

Sign post the toilets

To board off the hall leading to the staff room, include 'no entry' sign. Parents not to enter the staff room.

Raffle: Prizes as per previous minutes.

Quiz Prize – certificates for the winning team, and birthday pencil with photo in the newsletter –
Check with Erin regarding the certificates

Groupcall – reminder to go out today

At the end of the meeting Lamud from Calabash Kitchen called. Natalie and Hannah met with her outside and finalised the following details:

Estimated 65 portions to cater for. If there is left over food, it can be boxed and sold.

At £5 per portion, the total bill will be £325.

£70 given today to pay for some expenses.

£100 to be given on Thursday for ingredients.

£155 remaining money outstanding to be paid in cash on Friday

There will be 2 large pots and 1 tray of salad to transport. Judith will collect Lamud and the food at 6:30pm. Some additional help will be required to get the food into the car. To discuss with Kamila as she may be able to help around that time.

No hot plates needed. We will provide serving spoons.

Food Hygiene and Safety Certificate emailed to Hannah and on to school

Disco

Risk Assessment updated with Nicolianna

On the day:

After selling tickets, put the table in office for cake donations

Can start decorating and set up at 1:30,

Sell tickets on the door – need a float and table and extra person or 2 to help out

Close the door leading to playground and close the blinds. Children are not allowed out into the playground.

Music:

Bex may need to access the car park to deliver equipment.

If anything specific is required for set up ie extension leads etc, Bex can liaise with Kevin directly.

As there is no natural end to this disco like there is with the Halloween disco so to finish the evening,

Bex to announce the last song to give the children warning that the disco is coming to an end, then afterwards we will turn lights on and Bex say thanks all for coming hope you had a good time etc.

Hannah to speak to Bex.

Refreshment:

Require use of the kitchen hatch to serve from.

Crisps, colourful cakes, juice boxes, water, tea and coffee. Use kettle in the kitchen, green cups and saucers. Plastic kitchen cups for water only.

Erin is making colourful cakes

Need to ask around for donations of cakes

Nicolianna mentioned there may be children present with allergies to food colouring, dairy, eggs and pear. Hannah to do vegan cupcakes, some with colour free icing and fruit kebabs – melon, pineapple, watermelon,

Face painting for KS1b only. It is too dark in the hall so Ms Pytel to have space in the light area, need a few design ideas. Float required.

Signs needed:

Doors opening times – to be stuck to entry doors

Hot drinks to stay in the kitchen area, not allowed in the main hall

Proceeds to fund Science Week