

FROGS MEETING

MINUTES TAKEN BY: Tracey Bird		DATE OF MEETING: 20 th November 2017	
VENUE: Grovelands School – Sandy Lane Hall			
PERSONS PRESENT: Tracey Malik – Chair (TM) Imi Malik – Chair (IM) Melanie Reynard – Vice Chair – (MR) Tracey Bird – Secretary (TB) Anita Trainor – Treasurer – (AT) Ali McConnachie Hannah Rogan Flavia Richards Shelley Hogg Jane Grist Zoe Hollowell Claire Treliving Emma Turner Fran Pounds Jayne Beale Fiona McLellan Paulette McGahan Tanya Quddus Kelly Sehgal Paul Elliott Rachel Avison Gemma Thompson		DISTRIBUTION LIST: All present Grovelands Website FROGS Facebook group Class Reps Facebook Group APOLOGIES: Beth Chadda Jo Coleman Faye Rose Sheena Preema Janet Poole Natalie Ash Sharon Peaker Tani Guerni Gemma Woodroffe	
No	Item	To be actioned by	Date Completed
	Meeting opened 8.25pm		
1.0	<u>Welcome</u> Imi opened the meeting and welcomed everybody.		
2.0	<u>Voting In New Committee</u> We formally voted in the new committee with the unanimous decision that all 17 people present (excluding committee) were happy for the change to take place.		
3.0	<u>Halloween Disco Debrief</u> It was suggested that nursery should have their own disco but to be more of a party with games. This could be done within nursery hours although we couldn't sell tickets for that, at lunchtime to capture both morning and afternoon sessions or a separate day and have just Bears with reception classes. Years 5 and 6 discos to be later so they feel like they having a 'night		

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<p>8.0</p>	<p>We will need to find out the logistics of serving tea, coffee and hot chocolate as the kitchen is not working yet.</p> <p>Flyers have been produced and circulated to local roads and advertising has been placed on local Facebook sites.</p> <p><u>Quiz & Curry Night</u></p> <p>Tickets will be going out in book bags this week. We need to confirm final numbers for food on 29th November so cut off for sales is 28th November.</p> <p>Teams of 8 maximum. Hall will be set up in tables of 8 so anyone with smaller teams could be joined together.</p> <p>Bar – Tracey M and Imi, Gemma Woodroffe, Hannah Rogan, Imelda Banbury have volunteered to run the bar, thank you.</p> <p>Tracey B went to Walton Oaks quiz night a couple of weeks ago and explained they had little paddles with 'drinks please!' on them so you could raise them and the bar staff would come and take your order and serve your drinks so you don't miss out on questions etc.</p> <p>Bar prices to be displayed on tables.</p> <p>Snacks including chocolate will be for sale as requested! Please do not bring your own!</p>	<p>MR/TB/AT/ IM/TM</p> <p>MR</p> <p>TB</p> <p>MR/TB</p> <p>TB/MR</p>	
<p>9.0</p>	<p><u>Christmas Tree Donation</u></p> <p>The schools Christmas tree has been ordered from the shop opposite The Grove. We were enquiring about getting a second tree so choir can sing outside around the tree but it was advised that the choir have been asked to wear t shirts so may need to be inside.</p>	<p>IM/TM</p>	
<p>10.0</p>	<p><u>Mufti Day</u></p> <p>We have in place already a mufti day for the toy and bottle tombola donations but we also need small gift donations for Year 4's small gift/present stall. A popular suggestion was to run a donation week commencing 4th December with Mufti day at the end on 8th December. People can then bring what they can throughout the week.</p> <p>Class reps to collect donations from their classes and bring to office where FROGS will distribute to the correct stallholders for sorting.</p> <p>The fair is 12.00 – 2.30pm although the Grotto and bar will continue until later.</p>	<p>TM/IM</p> <p>CLASS REPS</p>	

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11.0	<u>Christmas Fair</u>		
	Advertising has been done on Hersham Hub and local sites.		
	Raffle tickets – These will be now be ordered	TM/IM	
	Raffle Prizes - HTB will sponsor and give £100 cash prize, they will also help with printing. Fiona and Paulette have source some great prizes for the raffle.		
	Boards will go up at school and Imi to ask if we can have boards on houses too. Banner to go up a couple of weeks before.	IM	
	A parent would like to also sponsor us and give £100 donation for prize or sponsorship for advertisement in our flyer.		
	Staff cover – Anita has asked staff for help and they are slotting in where they can.	AT	
	Stall Prizes – committee will source prizes to keep costs down and distribute to stallholder prior to event.	IM/TM/MR/ TB/AT	
	Grotto - Agatha Elf and Steve Santa confirmed. We need another Santa for an hour. No volunteers for grotto at the moment. Please give half an hour if you can.		
	Grotto tickets – These will be prebookable again. We will hold a grotto ticket sale one morning after drop off where you can pre book your grotto slot. 8 children per 15 min slot. This works well and helps to keep queues down.	IM/TM	
	Music – Imi to ask Norman is we can link the speakers between the two halls?.	IM	
	Saver cards – FROGS will be offering the saver cards again and will be available to buy along with your entrance ticket in advance or on the day. We may need a separate flyer to advertise the saver cards as many people still not aware of them or what they are. You pay £5 for £6 worth of tickets to use on FROGS stalls. Stalls to have frog symbol as external stalls are exempt.	IM/TM	
	Food – Jayne advised us that Tamsyn is all sorted with volunteers and will buy what’s needed too. It was suggested to have a bbq as the kitchen isn’t working and have the sure start garden with gazebo and bbq there. Too late to arrange now but a good idea for next year.		
	Choir - KS1 and KS2 to open fair at Middyay. They will possibly be singing in the main hall, in which case, no public to be let in sandy lane hall and no stalls to be active until choir have performed. Something Christmassy on the screen behind choir like they do in	IM/TM	

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	<p>assemblies.</p> <p>Bar - Nicki Burn on her own at the moment, need more volunteers, any Dad's, Uncles that can do half hour slot please let us know.</p> <p><u>Stalls</u></p> <p>Tracey M had an up to date list of all stalls and where help was needed. This information will be provided on a separate document.</p> <p>Tracey M to post into Year 6 Facebook group asking for support as we currently have very little or none.</p> <p>Face Painting – Kerry Gutteridge on her own at the moment. Can anybody help please?</p> <p>Sue powers is running the mulled wine and mince pies stall.</p> <p>Flamingoes stall - Gingerbread tree makers needed please!</p> <p>It was suggested to ask parents and carers for their families to help for half an hour on a stall. Grandparents, aunties and uncles are more than welcome to help and might like to get involved too.</p>	<p>TM</p>	
<p>12.0</p>	<p><u>APFS</u></p> <p>Christmas cards have been made by the children and were collected last week. They should be back in school this week. A Letter is needed to go out with artwork. Only a small time window to order so parents need to be aware.</p>	<p>Claire Treliving</p>	
<p>13.0</p>	<p><u>AOB</u></p> <p>Jayne Beale suggested buckets on stalls for Denzel to raise money if people wish to donate. Also could we have donation buckets at the lantern parade?</p> <p>Facebook – we have 250 members on our FROGS Facebook page with a school of over 500 pupils. Not everybody is on Facebook but it is the quickest and easiest way to get information out to people. Can class reps help to spread the word please.</p> <p>Leavers ball – this was raised again and explained that will be a school led event but FROGS are happy to help anyway we can.</p> <p>Jane Grist advised that another local school do a silent auction for 4 front row tickets for the Christmas play at their Christmas fair. This is too late for us this year but one to think about.</p>	<p>IM/TM</p> <p>CLASS REPS</p> <p>TM/IM</p>	

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	<p>The notice board in office area that normally has the school uniform displayed on will now become the FROGS board! Frogs will be updating this with current information.</p> <p>FROGS have asked the school what they would like us to fundraise for so we have a target and a goal to aim for.</p> <p><u>NEXT MEETING</u></p> <p>To be advised.</p> <p><u>CLOSE</u></p> <p>Imi & Tracey M closed the meeting and thanked everybody for coming. Meeting closed – 10.07pm</p>	TM/IM BC/JC	
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