
Friends' Association of Lady Joanna Meeting Minutes

Date: 19 January 2022

Attendees: Stella Llong, Teodora Smith, Amanda MacLean, Janey Read

Agenda overview & decisions:

I. Update

a. Janey provided update from Mrs. Foster regarding upcoming events and dates.

- Proposed Thank You Gift event in February: requested that this be postponed for now. Confirmed
- School Disco (25th March): Request that no bar or parents in the school building during the Disco. Concerns raised regarding weather at this time of year.

ACTION 1: Janey to check with Mrs. Foster if a drop-off style disco overseen by school staff would be acceptable.

If yes, what would the required staff: pupil ratio be?

If not, it is proposed that the school disco moves to the Spring term.

- Christmas Fair 2022 dates agreed
- Summer Fair and Circus proposal and dates for 2023 agreed

ACTION 2: Amanda to write to Wye Parish Council regarding rebooking of Circus for 2023.

- Hub development contractor not confirmed. Mrs. Foster following up on quotes and to come back to Stella
- Fireworks Event agreed in principle.

II. Upcoming Events (All)

a. Summer Fair

- **Band/Music/Entertainment** options to be explored:
 - Barn Dance (£150)
 - Tribute Act - JoJo Siwa (£150)
 - Explore Class talent contest show
 - Elsa and Spiderman characters

ACTION 3: Janey to confirm if class performance competition being held this year

ACTION 4: Stella to look at having characters available at fair

- **Fair Rides**
 - Rides (20% of takings after costs given to Friends). Stella has booked Bungy and Car Merry-Go-Round
- **Year Groups Stalls:**
 - Bar (Pims, Beer, Proseco) + Strawberries and Cream
 - BBQ (pre-cooked burgers to avoid queues seen at previous fair)
 - Cream Tea Stall (could also be managed by Catering Staff) with pre-order option
 - Tombola x 2: Bottle and Chocolate
 - Coconut Shy (Bob has)
 - Beat the Goalie
 - Popcorn / Candy Floss Stall
 - Ice Cream/Lolly Stall
 - Sweet Stall
 - Hook a Duck / Welly Throw

ACTION 5: Janey to confirm with Mrs. F whether Bar appropriate for Summer Fair

ACTION 6: Stella to follow up with catering team re Cream Tea stall

- **Year 6 Business Stalls**
 - Confirm this is going ahead this year

ACTION 7: Janey to follow up on whether Yr6 Business initiative is going ahead this year.

- **External Stalls** to be contacted
 - Photographer and Stalls that attended 2021 Christmas Fair

ACTION 8: Amanda to email photographer and external stall holders re interest in Summer Fair stall.

b. Fireworks event reviewed and a detail profit/cost breakdown to be put together

- To make this cheaper there is an option to use own music
- Would require lights for stalls. Stalls in similar location to Circus or on school grounds
- Ticket cost proposed at £8 per ticket and would need to sell 500.

ACTION 9: Tedy to pull together costs and expected profits for Fireworks event

c. Circus/Summer Fair 2023 – covered in Update section above

d. Leavers Disco

- Photography options discussed

ACTION 10: Stella to research Photobooth costs

e. Ice Skating

- Idea reviewed and concerns raised regarding covering the cost of hire. To cover costs would need to make skating available over a couple of days and manning this with volunteers might be difficult. This event option has been put on hold for now.

III. Events Planner 2022/2023 (Attachment 2)

a. Items reviewed and dates for confirmed in coming weeks

Attachment 1

ACTIONS			
#	Action Item	Owner	Due Date
APTA001	Janey to check with Mrs. Foster if a drop-off style disco overseen by school staff would be acceptable. If yes, what would the required staff: pupil ratio be? If not, it is proposed that the school disco moves to the Spring term.	JR	
APTA002	Amanda to write to Wye Parish Council regarding rebooking of Circus for 2023.	AM	
APTA003	Janey to confirm if class performance competition being held this year	JR	
APTA004	Stella to look at having characters available at fair	SL	
APTA005	Janey to confirm with Mrs. F whether Bar appropriate for Summer Fair	JR	
APTA006	Stella to follow up with catering team re Cream Tea stall	SL	
APTA007	Janey to follow up on whether this initiative is going ahead this year.	JR	
APTA008	Amanda to email photographer and external stall holders re interest in Summer Fair stall.	AM	
APTA009	Tedy to pull together costs and expected profits for Fireworks event	TS	
APTA010	Stella to research Photobooth costs	SL	

Attachment 2

Friends' Association of Lady J - DIARY DATES FOR 2022/2023

* Event to Be Confirmed

* Rescheduled (dates to be confirmed/proposed)

January 2022

Postponed: Friday 14th of January – Kids Disco (KS1: 5-6:30pm; KS2: 7-8:30pm)

Postponed: Friday 28th of January – Cake and Book Sale Y6

February 2022

Postponed: 4th of February – Murder Mystery

Postponed: Friday 11th of February – Pick a Thank You Gift

Wednesday 23rd February – PTA Meeting (Conningbrook)

March 2022

Friday 25th of March – Cake and Book Sale Y3

Friday 25th of March – Kids Disco (KS1: 5-6:30pm; KS2: 7-8:30pm)

TBD (Usually last Saturday of the month) - Football Tournament

April 2022

Friday 29th of April – Cake and Book Sale Y2

May 2022

Wednesday 18th May – PTA Meeting (Tickled Trout)

Friday 20th of May – Cake and Book Sale Y1

June 2022

Friday 17th of June – Non Uniform Day for chocolates and bottles

Saturday 18th of June – Summer Fair (11-3pm)

July 2022

Friday 8th July – Cake and Book Sale YR

Friday 15th July - YR6 Leavers Disco & BBQ (6-8pm)

TBD - Welcome Event for 2022/2023 Reception Starters

ALL BELOW DATES TO BE CONFIRMED:

** These items to have dates agreed ASAP as items require booking and/or deposits*

September

Wednesday 28th September – Friends' Association AGM

November 2022

Friday 4th November – Fireworks Extravaganza

Send letter for Christmas Hamper donations

TBD – Return "Make a Card"

TBD – Non Uniform Day for chocolates/bottles for Christmas Fair

December 2022

TBD - Saturday 3rd of December – Christmas Fair and Ice Rink (11-2pm)

TBD – Cake and book sale Y5

TBD – Pick a Present

TBD - Elves Visit or alternative TBD

January 2023

TBD – Kids Disco (KS1: 5-6:30pm; KS2: 7-8:30pm)

TBD – Cake and Book Sale Y6

February 2023

TBD – Murder Mystery

March 2023

TBD – Cake and Book Sale Y3

TBD (Usually last Saturday of the month) - Football Tournament

April 2023

TBD – Cake and Book Sale Y2

May 2023

TBD – Cake and Book Sale Y1

June 2023

TBD – Non Uniform Day for chocs and bottles (Summer Fair Tombola)

TBD- Friday 16th June – Summer Fair with Circus (11-3pm)

July 2023

TBD – Cake and Book Sale YR

TBD - YR6 Leavers Disco & BBQ (6-8pm)