



F.O.E.S

**Friends of Earith School
C/O Earith Primary School
School Road
Earith
Cambridgeshire
PE28 3QB**

Meeting Minutes 29th June 2016 at 8:00pm Earith Primary School, Meeting room

Attendees: Andy Greavett (Chair), Rachel Johnson (Treasurer), Sian Pritchard (Head Teacher), Corinne Sellens (Member), Ian Whitlam (Member), John White (Member), Niki Townsend (Member), Emma Peters (Member), Elaine Stephen (Member), Jenny Cooper (Vice Chair)

Item1 - Outline Field Plan

Andy confirmed a field plan on the whiteboard which we hope to refer back to on the day. Andy will display signs on the day. We will label tables so stall holders know where they are.

Item 2 - Confirmed Outside stalls

10 outside stalls booked
Andy or Rachel to collect pitch fees

Item 3 – FOES / School Stalls

FOES Stalls:-
Coconut Shy - Andy, Corinne
Programme / Raffle - Niki, Emma
Mic - Ian
Toys & Sweets - Rachel, Raheal
50/50 / Raffle - Sian
Tombola - John, Jenny, Nigel

Possible Football game if we want it on the day.

School Stalls
4 Stalls Including hook a duck and Hoopla
+ Let's get cooking

Item 4 – Confirmed Outside Entertainment

Devil Stick Peat - Jester

Item 5 – Drinks License

SAS has this in place.

Item 6 – Lounge Food

Will require quite a few plugs. Will not bring Jacket Potatoes just Hotdogs and Burgers, Tea, Coffee and Soft drinks. Emma will ask for a vegetarian option.

Item 7 – Sponsorship / Advertising Money

Monies outstanding, Rachel will chase if not received by Friday

Item 8 – Raffle Tickets

700 Tickets printed, £1 a strip or £4 a book. Prizes to be numbered to speed up the process. Emma Suggested door to door sales to happen next week.

Item 9 – Internal signage

Niki has printed signs Andy has laminated

Item 10 – Setting up / Gazebo erection start time

9.30 FOES Set up

11am Sunday Tidy up

No Cars to move on or off the site after 1.30pm

Item 11 – FOES Member T shirts

Harradines have donated some high viz vests.

Item 12 – FOES Members Available to attend

Stalls are covered but anyone that can help set up packing away or during the day would be helpful.

Item 13 – Programme

To be printed this week

Item 14 - AOB

Jenny to ask musician for an evening slot 8.30 - 9.15.

Non Uniform day on Friday for bottle / chocolate donations. Emma / Corinne to collect.
Andy to pick up at the end of the day.

Tuck shop on Friday - Corinne and Emma to cover

Close 9.10pm

Registered Charity Number: 1035875