Friends of Langham Village School
Minutes of meeting Wednesday 10 February 2010

Attendees

Mike Green, Headteacher
Joanna Phelps, Chair
Anne-Marie Coe, Secretary & Class 1 Rep
Jo Holden, Class 1 Rep
Sue Rose, Class 2 Rep
Liz Crawford, Class 3 Rep
Clair Wilson

Forthcoming fundraising activities

Easter beetle drive

This will take place in the school hall on Wednesday 31 March from 6 – 7.30pm. In the face of the group's almost total ignorance, Mike kindly explained what a beetle drive is. Jo suggested that providing refreshments could be a nice addition and a good way to earn extra funds.

Actions:
- **Anne-Marie to check previous years' notes for info on format, pricing etc**
- **Jo and Joanna to explore catering options**
- **Anne-Marie / Joanna to do promote via newsletter / note to parents / poster**

Promises auction

We agreed to hold the Promises Auction in Binham Village Hall, ideally on Friday 21 / 14 May, if those dates are booked then we will go for the Thursdays before.

Actions:
- **Jo to book the hall and confirm the date to the group**
- **Joanna / Anne-Marie to write to parents inviting promises**

Cake stall

All going well but we need consistent pricing across all class hosts and it helps the organisers to get as many volunteers baking as possible.

Actions:
- **Anne-Marie / Joanna to review prices & issue Class 1 parent note template**
- **Joanna to provide new cash box and agree banking process with Helen**

School cookbook

Jo has got costs from a printer - £3.95 each for 100 books or £3.75 each for 300 books, based on a 50 page spiral bound book. The target price would be around £6.50 and the aim is to produce in time for sale either at the Langham Street Fayre in July or as Christmas gifts. Jo has asked Ian Wilson from Byfords to provide the foreword and plans to approach other well known local restaurateurs and businesses for contributions. Jo will invite recipes from the children, bearing in mind we need to be careful of copyright issues, and the school will make time for the children to provide illustrations for the book. Mike's suggestion to feature recipes from our international twinned schools was agreed.

Actions:
- **Jo to write to parents and local businesses inviting recipes and asking if anyone could provide help with graphic design**
- **Jo to review content, pagination & print costs when recipes are submitted**

100 Club

The Friends 100 Club will be more widely promoted to increase participation.

Actions:
- **Anne-Marie to publish winners' names to raise awareness**
- **Joanna to work with Rachel to arrange public draw with tea / at cake stall**

Langham Street Fayre, Saturday 31 July 2010

The Street Fayre Committee would like the Friends to run the children's entertainment area on the school's behalf. This will need 3 volunteers at a time, either in 3x 2hour shifts or 2x 3 hour shifts.

Actions:
- **Joanna and Anne-Marie to meet Pauline Bartlett after Easter to discuss**

Next meeting: date to be arranged when appropriate