



Friends of St. Helen's Catholic Primary School

FOSH meeting

Friday 6th June 2025

9-10.30am

Present

Eilis Clark-Abdullah (Chair), Ruby Smyth (Comms), Natasha Brodigan, Irene Solis-Marti, Vijeta Kumar, Dominic Clark-Abdullah (Treasurer), Biana Gjerci

Apologies

Ailis Farrell (Vice-Chair), Renata Gawlik (Secretary)

Welcome

Eilis welcomed the group, she is confident FOSH will pull off last three events of the school year in style!

Father's Day

- FOSH is waiting for school to release details of the Father's Day event
- **ACTION** – Ruby to check with office and see if they need help with comms, draft message about the event and put in class WhatsApp groups to remind people
- We need help to set-up the event from 10.30am (1 hour prepping in staff room and then 30 mins to set-up hall)
- We have ribbon bunting and paper flowers from Mother's Day to use, we also have new paper shirt decorations
- Could people take some paper and make more of the shirt decorations at the beginning of next week?
- India can't do the balloons this time, FOSH to source alternative
- **ACTION** - Call for photos to use as decorations (Ruby has prepared a social post and asked office to include the request in the school email about the event)
- **ACTION** - FOSH to provide tea, coffee and soft drinks for event

Summer family disco

- Sing-along movie night not possible because of the light and the cost
- Bianca has found a DJ who will also do a foam party for the event
- **ACTION** – Risk assessment (Bianca to liaise with Miss Keeble)
- Temu items have been ordered for the event (Dom to check quantities)
- Families to attend 5.30-7.30pm, with DJ starting at 6pm – he will need electricity and shelter (gazebo?)
- **ACTION** – Bianca to plan site layout (no entry to main school, use outside toilets, disco and bar area need sectioning off, no entry to play equipment)
- Tuck shop – sweet bags, crisps, packets of biscuits, etc. Shop to take place week of event so we can work out quantities – use Trolley app for price comparison
- Free squash available – use urns with ice inside plus paper cups
- Lucky dip - £1 a go for a prize
- Tickets = £4 per child, £1 per adult
- Trial Eventbrite for the tickets (**ACTION** – Ruby to set-up Eventbrite) 800 cap – check pricing structure?
- Volunteers to arrive at 3.30pm on the day to help with set-up
- **ACTION** – Clear comms needed! Ruby to draft an email about the event with poster, change of clothes info for foam, we will be selling alcohol – bought and consumed in designated bar area, no smoking or vaping on school premises, cash & card accepted, include Eventbrite ticket link and digital assistance for anyone who needs it, we need volunteers!

Summer Fayre

- FOSH have booked Mega Inflatables for the entire day as a FREE event during school hours (as a thank you for support over the year!) Each year group will get around 30 mins of bouncing. This will be managed by teachers but will need parent help also – a minimum of 5 volunteers at all times
- Inflatables will stay for Summer Fayre after school, move to £2 per wristband price. We need 10 helpers to man the inflatables!
- **ACTION** – Renia to set-up WhatsApp group for event plus Excel document to coordinate volunteers (similar to Christmas)
- We discussed the hampers for raffle, we could offer two premium hampers as raffle prizes (BBQ themed/beach themed) – FOSH to purchase items for these (**ACTION** – Bianca to look into prizes for the hampers)
- **ACTION** – Eilis to follow up with pony person (Eilis in charge of animals)
- Parents to donate sweets, bottles and cakes for tombola and cake stall (**ACTION** – Ruby to draft comms schedule of when we will be asking for donations, similar to Christmas – start the donation weeks after the disco)
- Design a full plan of the site – where will everything go? Bad weather plans?

- **ACTION** – Bianca to send Indirock details for FOSH email (possible climbing wall at the Fayre?)
- Bianca happy to enquire with suppliers, Eilis happy to negotiate the deals
- We looked at the stall ideas and games, everyone really liked the selection but we must get enough volunteers to make all the wonderful ideas happen!
- Prepaid cards (similar to Christmas 'Polar pounds') will be available at the Fayre - Festival funds or Party pounds?
- **ACTION** – Ruby to create initial comms email including poster of Fayre 'FOSH Festival' with teaser of activities, outside businesses can book a stall for £20 in the Fayre market place, WE NEED HELPERS! Big push for volunteers (we have exciting plans but we need lots of help!) Children of volunteers get free access to inflatables during Fayre

AOB

- Inflatable suits for sports day? Fun parents race
- Ruby to send pop-up banner design ideas to the committee
- Can we get branded t-shirts/sashes for FOSH volunteers? Ruby and Dom to work on this.

Next meeting – Friday 4th July, 9am