

DAVENANT FOUNDATION SCHOOL
PARENTS ASSOCIATION

Meeting held on 13th October 2008
(Queen Victoria, Theydon Bois)

Attendees: Liz Payne, Sue Baxter, Karen Drew, David Parker, Debbie Naylor-Brown,
Sue Lane, Nicola Stacey, Lynn Fayolle, Richard Ford, Suzanne Bayliss,
Amanda Hart, Ellen Buck, Theresa McArdle, Sian, Sally

Apologies: Pam Bollen, Marina Phillips, Steve Cheal, Amanda Hart, Lucy Folkes,
Lois Kilden

1. **Minutes from previous meeting**

Previous meeting on 8th September, 2008 – minutes agreed as accurate record

2. **Year 7 Quiz Night**

A very successful evening which raised £659.41 profit.
Ticket sales = £503.00 Raffle = £207.

3. **Chair's Report (Liz Payne in Pam's absence)**

Nothing to report.

4. **Treasurer's Report**

Current a/c	£ 1873.95
Deposit a/c	£ 4878.54

	£ 6752.49

Receipts – proceeds from quiz night

Payments – license for fashion show

5. **Assistant Head Teacher's Report**

Very good turnout for Year 7 quiz night.

A request from the Head:- the PA give each year towards the leavers Year 11 ball (£300), would the PA consider a contribution towards the Year 13 awards evening? Many awards and prizes are given at this event and it was suggested that the PA might help with the cost of these. The PA proposed a donation of £500 for September 2009.

6. **Fashion Show**

To be held on Thursday 6th November 2008.

License applied for.

E-mail sent on Parentmail to promote event. Year 7 Parentmail not yet up and running . Posters have been put up around school to promote fashion show.

Lois and Kate will dress the models

Sue Lane will be at the entrance, the following helpers volunteered:

Lucy, Liz, Suzanne, David and Debbie

Sian will arrange refreshments, suggested prices are wine £2 per glass, orange juice £1 per glass, water free.

Members of the PA to take tickets to sell (20 tickets each). Make-out cheques to DFSPA. Please let Liz know how many you have sold by Monday 3/11/08.

Hall preparation:

Helpers please arrive 6.30pm 'ish

Lois would like the staging to be the same as last year

Stage crew will arrange chairs.

Action Points

DP to ask Jessica to send paper copies of fashion show notice to Year 7 parents.

DP to request promotion of fashion show in Head's newsletter.

DP to ask Tim Smith re: lighting etc.

DP to ask for use of drama room for changing

DP to ask for mirrors.

Sian to arrange glass hire, wine and nibbles

Liz to talk to Debbie in kitchen re: use of kitchen and fridge

7. **Christmas Fayre**

To be held on Saturday 29th November, 2008 12 – 3pm

Pam has contacted 10/12 exterior stallholders inviting them to hire a stall.

A stalls list was presented but ideas for new stalls would be welcomed.

Debbie and Ellen have volunteered the use of their chocolate fountains.

It was suggested that on Friday 28th November Year 7 & 8 students to be asked to bring to school a bottle or nice box of chocolates to go towards the Christmas Fayre in exchange for a dress-down day.

Another stall suggestion was to sell ready-made hampers, or for the hampers to be raffled every half an hour at the fayre.

Liz unfortunately will not be at the fair so she needs someone to be the volunteer co-ordinator for the stalls on the day.

Grand Draw prizes – 1st prize - £150 cash
2nd prize – gift to the value of £75 ish (Wii Fit?)
3rd prize - £50 meal voucher for two

Liz to go into school assembly on Tuesday 18th November to talk to Years 7 & 8 about running their own stalls.

Action Points

Anyone with spare baskets or hampers which could be filled please bring them in to school on the evening of Friday 28th November.

Sian looking into possibility of getting a Wii Fit for Grand Draw second prize

Debbie to look into cakes for cake stall

DP to get list of Year 7 & 8 helpers to do their certificates for helping at fayre

11. **Any Other Business**

It was suggested that the PA purchase a popcorn machine. Popcorn is a healthy snack and can provide plain, salt or sweet popcorn plus it only takes one person to operate the machine. It could be used at the Christmas Fayre, during intervals at shows and for other school events. The PA voted to purchase the larger machine.

12. **Date of Next Meeting**

Monday 10th November, 2008 7.30pm at the Queen Victoria PH, Theydon Bois
Agenda will be to finalise plans for the Christmas Fayre.

