



## **Friends of Almond Hill 'FOAH' Meeting – Monday 17<sup>th</sup> November 2025 at 6.00pm**

**Present** – Emma Fordham, Diane Cawthorn, Sally Davis, Becca Copeman, Vickie Saunders

**Apologies** – Carly Payne, Rachel Harrington

### **Halloween Disco**

Mrs Fordham opened the meeting by saying a big thank you to all the volunteers and staff who helped make the Halloween Disco such a big success. The mixture of staff and Parents worked really well.

### **Christmas Cards**

Becca confirmed that she had been able to extend the shop deadline to give Parents a little more time to order their child's personalised cards and gifts. A second reminder will go out by email ahead of the new deadline. Thanks to Becca for doing this.

**Action - Becca to email Di Cawthorn the wording for email. Di to send out the email**

### **Christmas Fair**

**Flyer** - thank you to Clare for designing. Vickie to email flyer again to the office as it wasn't received. Mrs Fordham will doublecheck the wording but she thinks it's best to say the second option that Vickie suggested, "Followed by Carols in the Quadrant, performed by years 4 and 5, all are welcome to join us"

**Action – Mrs Fordham to check flyer and sign off wording  
Vickie to ask Clare to make any changes**

**Volunteers** – we need more volunteers! Vickie noted that Barclay had responded in record time to our request for student volunteers. They are providing 10 for the course of the afternoon. We have yet to hear from Thomas Alleynes. Vickie will chase

**Action – Vickie to email Thomas Alleynes again**

**Tokens** - Vickie explained the two options to reduce the amount of cash floats and payments required on individual stalls. 1) a plastic token system where people can buy tokens in advance, ordered through Arbor, and also on the day, at a dedicated stand in the hall and these tokens can be used on every stall at the fair. Vickie has looked at price options of these and although there is an outlay, we could recycle them easily on the day to keep using them throughout the course of the fair. We can also use them for other events throughout the year. 2) a card, paid for in advance or on the day, which can be stamped/punched each time it is used on a stall. This has worked very well previously at Letchmore fetes. The cost of these would likely be less than the tokens, but we would need to purchase card and have them printed out and individual stalls would need pens/punches.

Mrs Fordham noted that the school would not be involved in the distributing and admin tokens bought in advance. Vickie confirmed that she would co-ordinate this with FOAH.

If we are planning to sell in advance it was agreed that plastic tokens were the best option as the cards could feasibly be replicated if someone was so inclined (unlikely but not impossible).

To aid with token numbers, Mrs Fordham confirmed that there are currently 343 pupils at Almond Hill.

In terms of advanced sales of tokens through Arbor we agreed to only do this after the present deadline had ended on 24th of November to not overload parents with Christmas themed expense!

If everyone could encourage their class groups to buy tokens in advance it would minimise delays on the day (children can arrive and immediately start playing rather than having to queue to buy tokens) and would give us an idea of numbers!

**Action - Vickie to source tokens and discuss volume with Rachel H**

**Finance** - Mrs Fordham confirmed that the school do not get involved in organising cash floats. This would need to be arranged by FOAH.

Mrs Fordham also confirmed that the school would not be able to loan iPads because of the risk of them being displayed. But she confirmed that Michaela in the school office was very knowledgeable about payments through the Sum Up app. Becca confirmed that she and Carly have the apps on their phone and have used them previously for the ice cream sales. Becca noted that Carly was very knowledgeable about this method of payment.

Sally queried whether the entire event could be cash free – rather than a hybrid of cash and tokens. Vickie agreed this was a good idea. We should encourage pre purchase of tokens as far as possible and on the day the only 'stall' to accept cash could be the token stands and the refreshments.

**Action – Vickie/Rachel to discuss Sum Up and cash float with Carly**  
**Vickie to discuss being entirely cash free with Rachel H**

### **Staff Stalls**

Mrs Fordham confirmed that she had received an enthusiastic response from staff. Staff had requested the following stalls. Some were the same or similar to the FOAH stalls in the main hall. Vickie noted that having some similar stalls was not a problem. If stalls were the same she was happy for staff to run them in classrooms rather than FOAH run them in the main hall.

Teacher	Stall	FOAH to buy
Mrs Gear	Guess the name of the elf/reindeer	Cuddly elf/reindeer
Mr Jennings	Wheel of Fortune	Lollipops for participation. Main prize tub of chocolates
Mrs Lyons	Higher or lower cards – Mrs Lyons to provide	Small prizes
Mrs Bond	Christmas beanbag throw	Small prizes
Miss Ward	Human fruit machine - she is roping in her son and his friend for this stall.	Small prizes
Mrs Porter	Ball or Brussel Sprout	Bouncy balls and Brussel sprouts
Miss Andrews	Creative stall (see details below)	Small prizes

Miss Wase	Hook an Antler	Small prizes
Miss Clark	Biscuit decorating	Biscuits, icing, decorations
Mrs Campbell	Glitter tattoos	Tattoos
Mrs Simmonds	Clay pots	TBC
Mrs Start	Hook a Duck	Small prizes

Mrs Fordham noted that whilst she was pleased teachers were getting involved, some of their suggested stalls required some clarity – eg would Mr Jennings be providing his own ‘wheel of fortune’ and did Mrs Start have a hook a duck set up, more information required from Mrs Simmonds etc! Mrs Fordham suggested that if staff had suggested a stall that would require too much setting up then FOAH should allocate them something different.

Vickie expressed her gratitude to staff for getting involved so enthusiastically.

**Action – Mrs Fordham to get clarification from staff and feed back to FOAH**

Mrs Andrews had suggested clay decorating and paints. Mrs. Fordham was unsure about the feasibility of that. Sally noted that if she wanted to do a creative stall, Miss Andrews could do something similar to what they’ve done previously at Letchmore with wooden decorations (less mess). Mrs Fordham noted that Mrs Andrews would be happy as long as it was a craft/creative stall.

**Action - Sally to send details of wooden decorations used previously. Vickie to share with Rachel H.**

### **Dance Teacher Stall**

Vickie asked Mrs Fordham about the dance teacher stall previously mentioned. Mrs Fordham confirmed that the stall was for Lindsey Pollard and would be something creative. She asked that FOAH charge a nominal amount, if anything, for the stall as the dance teacher does so much for the school. Vickie suggested perhaps a decent raffle prize would be a suitable donation.

**Action – Di Cawthorn to discuss donation with Lindsey.**

### **Risk Assessment**

Mrs Fordham raised the need for a risk assessment. To minimise admin for staff was there a previous risk assessment that could be used as a template? Sally noted that there was a ‘Christmas Crafternoon’ risk assessment that was probably most relevant.

**Action - Sally to send ‘Christmas Crafternoon’ Risk Assessment to Di Cawthorn**

### **Alcohol Licence**

Mrs Fordham queried whether an alcohol licence would be applied for. Vickie noted that she had checked the council’s website. We need to apply to them as the licensing authority for a TEN (Temporary Events Notice) which is £21 but Vickie could not find the application form online. Di Cawthorn said she had done this before and could help.

**Action – Vickie to ask Di Cawthorn to help with process**

### **Raffle Prizes**

Vickie noted that one area she needed help with was the raffle. She had started contacting local businesses and had enlisted the help of her daughter who had secured a few prizes. But she needs some support. Sally and Becca mentioned that Hannah Bailey had co-ordinated raffle prizes for Letchmore events and perhaps she would be willing to step up again. Vickie also noted that it would be

great if someone was willing to take on asking businesses at the Leisure Park for prizes and that ringfencing businesses to contact in this way would reduce the overall burden.

**Action – Vickie to ask for volunteers to contact local businesses for raffle prizes**

### **Setting up the Fair**

Vickie asked if we were able to get into the hall the afternoon before the Fair, Wednesday 10<sup>th</sup> December. Mrs Fordham confirmed there was dance club on until 4.15 but FOAH could set up in the hall from 4.15 – 7.00pm. Mr Brown the caretaker would be on site that evening to assist. Vickie agreed that this would be very helpful and said she would put a call out for volunteers. Di Cawthorn noted that it would be good to have a plan of what Mr Brown would need to do that evening to make the best use of him, as he won't be available on the Thursday morning.

**Action – Vickie to ask volunteers to help set up on evening of Wednesday 10<sup>th</sup> December.**

### **Music**

Vickie asked if we could have festive music playing in the main hall for the duration of the Fair. Mrs Cleaves will require the PA for the Carols at 5pm but Di Cawthorn felt it could be positioned in the computer room to work for both the fair and carols.

### **Christmas Present Room**

This is scheduled for Tuesday 2<sup>nd</sup> December.

Sally suspects it will be the biggest so far and expects to reach 1000 present sales. She has bought 880 gifts so far.

Sally noted that prices have gone up and you get less for your money so she hopes that people are still pleased with the quality of the gifts. Mrs Fordham noted that in future the price may have to be increased slightly.

Sally has temporarily halted buying gifts until all sales are in on Arbor. Once the sales window closes she will review numbers and buy more gifts if necessary.

There was discussion on how busy the day will be, with increased sales numbers meaning the process will be slowed down a little. Sally asked if we could therefore start sales at 0900 to ensure all classes get time in the present room before the end of the school day. Mrs Fordham noted there was a dance class in the hall early that morning. Di noted numbers for the class were low and perhaps the dance teacher could be asked to switch the class to another day that week.

Sally also noted that more volunteers were needed on top of the FOAH volunteers. Could an email go out from school asking for help from the wider parent community. Mrs Fordham agreed and felt parents needed to understand that without volunteers these events cannot happen, so an email had her backing.

**Action – Di Cawthorn to speak to dance teacher about whether dance class could be switched to free up the hall to enable FOAH sales to start at 0900.**

**Sally to send draft email to Di Cawthorn. Di to send out the email.**

### **Cinema Trips**

Vickie thanked the school for the recent year 6 cinema trip. Her son had really enjoyed the opportunity to go to the cinema with his friends. She noted that she heard each group walk directly past her house and each time it was nice to hear happy chatter and to see them behaving so sensibly. Becca asked if the lower year groups would get a cinema trip. Mrs Fordham noted that so many teachers and parents were required to make the trips possible and the helper/student ratio for younger years meant more

volunteers than for the older years. It was another example, like FOAH, where things can only happen if parents get involved.

#### **Next Meeting date**

We discussed having one more meeting ahead of the Fair. Mrs Fordham suggested Friday 5<sup>th</sup> December, the week before the Fair. It was noted that it ideally we tried to find a time that Carly could attend – Mondays were impossible for her so hopefully a Friday would work better. Mrs Fordham said she can move things around if necessary to be flexible and meet either in the day or early evening.

Action – Vickie to put poll on FOAH WhatsApp group to see what time people can commit to.

**After the meeting Friday 5<sup>th</sup> December at 1.00pm was confirmed.**