

Here are the actions we agreed last night at the meeting - please feel free to add to them or change anything I got wrong.

I was thinking about the event invitation reply slips that me and Vikki will count on 29<sup>th</sup> March - is that a bit late to confirm attendance on the Tuesday of the event week? If we request replies by 9am Thursday 24<sup>th</sup> March, I am in school anyway that day and would be happy to sort it then. This would mean that we could confirm attendance before Easter. Let me know what you think.

Present: Joanne Scrivens, Maria Mussell, Rachael Clarke, Vikki Begley, Helen Thornton

Apologies: Fabia Ashworth, Lee-ann Bulling, Sonia Bewley, Keeley Gibbons

### **Race Night 1st April**

- Erin Skillings Mum, Keeley can help on the night. Her partner Steven Skillings will run the betting on the night with Fabia's husband. - **Keeley and Fabia**
- Confirmation is needed that they will arrange the odds for the races ahead of the night - **Fabia**
- Helen S has sorted the license for the night.
- Paul Young needs to be emailed to get the balance of the FOSP account - **Helen S**
- Confirmation of the maximum number who can attend is needed, and if this includes or excludes the helpers and staff - **Helen S**
- Class 1 assembly is on 1st April - can this be delayed to allow the hall to be prepared in the afternoon - **Helen S**
- The event will be summarised in the newsletter on Monday and a letter sent home, whereby parents have three days to put their names down, and if the number is exceeded then a draw of all names will be carried out to decide numbers. Tickets are free. Also need to request parent sponsors for each race willing to pay £10. Only those who definitely want to attend should complete the slip. Children must be accompanied by an adult. Details of the balance of the FOSP and the funds we need to raise for the climbing frame could be added. Can parents also be requested to send in unwanted gifts for the raffle prizes please. **Maria / Helen S**
- The event will run from 6.15 to 9pm with the timings as follows:
  - Doors open 6.15 for first race at 6.45
  - Races 1-3 6.45-7.30
  - Food 7.30-8.00
  - Races 4-6 8.00-9.00
  - Bets will be denominations of 50p
- Tickets and program need designing - **Vikki**
- There will be 6 teams, each with a horse and jockey (2 children) and a colour. Coloured bands will be used, but two additional colours are needed. There will be 6 races in total. - **Rachael**
- The board for the race needs completing - **Rachael**
- Two large dice are needed, one with colours, the other with 1, 2,3, 4, chance and 'go back 1' - **Maria/Rachael**
- 20 forfeits for the 'chance' roll on the dice need writing - **Fabia and Vikki**

- Children are going to think of names for the horses (36 names - 6 races of 6 horse and jockeys) and these will be added to a lucky dip - **Maria**
- On arrival on the night, children will pick a name from the lucky dip and pay £1 entry fee. This will then be added to race chart. - **Maria/Rachael**
- Meat and Potato pie and peas £2.50 and hotdogs £1 will be sold on the night. Joanne will make the pies, and her son can do the Asda shopping using his 10% discount. **Joanne**
- A shopping list for all the food, drink, alcohol, raffle tickets, masking tape for the floor etc, is needed and then Joanne will arrange the shop. Which alcohol sold well at Halloween? Cup drinks with straws will be sold for the kids, and diet coke and lemonade sold in cups on the night- **Helen S**
- The tuckshop sweets will be bought from B and M Bargains based on what sold well last year. This should included 12 cadburys crème eggs for the race winners. **Helen S**
- There will be a raffle on the night, using unwanted gifts sent in from parents. **Ticket price TBC.**
- Ideally we will set up the hall from 130 on the day if the assembly can be moved - **all**
- Tuesday 29<sup>th</sup> March Helen and Vikki will come and count returned slips and confirm numbers. - **Helen/Vikki**

**Thanks,**

**Helen**