

**FOSP Christmas Windows Planning Meeting
Wednesday 4th November 2020**

1. Christmas Window Trail

We agreed the following:

- The trail will run from 27th November - 20th December
- Windows will be lit up between 5 and 8pm
- Trail maps will be sold through school (£2 minimum donation, but any amount appreciated given this year's restrictions!)
- There'll be a treasure hunt element to the trail, with robins to spot in some windows, as well as letters to collect to spell a festive phrase
- Completed trail maps can be returned to school and 1st, 2nd and 3rd prize will be drawn from the completed entries in January

We discussed whether maps could be sold elsewhere, to engage with the local community more - perhaps the One Stop? Conscious that places will also be closed due to lockdown, but wondered if The Fox might be able to sell them alongside takeaway drinks? Natalie happy to be a link to church too.

We discussed having a QR code added to the trail map/printed to have outside some of the windows but this will need to link to an online donation site, and many of them charge fees. Agreed that it might be best to have a single tap donation point using the card machine, and to mark this on the map.

Big thank you to Gareth for designing the map!

ACTIONS

- Charlotte to ask in the corner shops about possible charity prizes/selling the maps there
- Fiona to look into the possibilities of the using the card machine as a donation point for the trail
- Lydia to write a letter and return slip to go out from school for families to request/pay for their trail maps.

2. Lucky Bags

We outlined the plan to do the popular lucky bags this year and agreed:

- The bags have arrived and will go out through school
- The children will sign and decorate the bags as usual
- The bags will be filled and then returned to school drop off on 7th December (FOSP members will collect them at different drop off points)

- The collected bags will be quarantined at school for 1 week before they're handed out by Father Christmas to the children in class
- £1 donation per bag
- Any extra bags could be donated to a local charity e.g. IDAS

3. Other fundraising ideas

We then talked about aims for next year (which we'll discuss in more detail at a subsequent meeting to include school staff)

- Big aim: a new nature area for the playground, to replace the current one which school is having removed. Agreed with school that FOSP will focus on raising money for a replacement, which is likely to be in the region of £5,000. We'll begin to promote this from January.

Any ideas to fundraise for this welcome!

- Agreed we'd continue to promote easy fundraising/amazon smile, especially as people are likely to be doing more online shopping this year.
- Discussed including a QR code for online donations in the Christmas play packaging/letter
- Sell DVDs/downloads of the Christmas production
- Make a quiz a fundraiser