

# Cropwell Bishop Friends of School Meeting Agenda – Summer Fair

2 May 2026

Apologies

Present

Review of previous meeting minutes/actions

Shared and approved


OUTSTANDING ACTIONS from previous meetings	WHO	PROGRESS
Adult event	Carrie	See update in minutes
Refresh website content	Amy	In progress
Canva licence. UPDATED availability through school ?	Alicia	In progress
Poster/ letters of thanks playground	Amy/Sarah	In progress
Treasurer handover	Claire/Margaret	In progress
Archive pdf	Alicia	
Investigate additional fundraising ideas as minutes 13/01/26 Football shirt donate old to sell – World Cup this year. ACTION: Claire Cheese and Wine evening. ACTION: Alicia	Claire Alicia	
Phase 1 communication and celebration	Sarah Amy	In progress
Playground thank you	Sarah/Amy	In progress
Popcorn machine request for summer fair	Claire	In progress
Book basketball for summer fair	Claire	In progress
Use of school kitchen freezer for summer fair	Mrs Bulmer	In progress
ACTIONS from 05/05/26	WHO	PROGRESS
Advertised school lottery every month on website/socials	Claire	
Speak to Carrie about updating website and handover from Amy for use of Canva	Sarah	
Request football shirt donations	Vicki	Complete
Check use of freezer for summer fair with new chef	Mrs Bulmer	
Accounts submission end of month	Claire	
Vinted refresh	Vicki	
Tea towel example	Sarah	
Speak to Carrie and Parish Council for adult event	Sarah	
Scope other adult events for next academic year	Alicia	
Speak to school about organising sponsored event	Mrs Bulmer	
SUMMER FAIR ACTIONS:		
<ul style="list-style-type: none"> <li>• Apply for alcohol licence – Michelle                             <ul style="list-style-type: none"> <li>○ DONE</li> </ul> </li> <li>• Set up WhatsApp for cake – Alicia                             <ul style="list-style-type: none"> <li>○ DONE</li> </ul> </li> </ul>		


<ul style="list-style-type: none"><li>• Name circus themed areas and send to Mrs Bulmer for Wellbeing Day activity – Michelle<ul style="list-style-type: none"><li>○ DONE</li></ul></li><li>• Lucky dip/Tattoos – Michelle<ul style="list-style-type: none"><li>○ In progress</li></ul></li><li>• Request brownies to help with craft – Imogen<ul style="list-style-type: none"><li>○</li></ul></li><li>• Update teacher volunteer list, need two people to support circus skills – Sarah/Mrs Bulmer<ul style="list-style-type: none"><li>○ DONE</li></ul></li><li>• Dress down day for tombola donations Fri 12<sup>th</sup> – Mrs Bulmer<ul style="list-style-type: none"><li>○ DONE</li></ul></li><li>• Bunting activity for Wellbeing Day – Mrs Bulmer<ul style="list-style-type: none"><li>○</li></ul></li><li>• Test slack line, email Mr Smith for equipment and speak to Paul – Alicia/Sarah.<ul style="list-style-type: none"><li>○</li></ul></li><li>• Approach Butchers and Hair Barn to sell raffle tickets – Alicia.<ul style="list-style-type: none"><li>○</li></ul></li><li>• Photo Booth props - Claire<ul style="list-style-type: none"><li>○</li></ul></li><li>• Produce/Plants for Summer fair – Mrs B<ul style="list-style-type: none"><li>○</li></ul></li></ul>	
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Summer Fair Sat 20<sup>th</sup> Jun:

AOB:  
None

Next meeting

 Tues 16<sup>th</sup> June

 8.00-9.30

 TBC