

FRIENDS OF SGHS

Minutes

Date: 12/09/2017

Time: 6.30pm

Venue: Library

Present: Rachel Knight (RK), Steven Rose (SR - Chair), Chloe Vereker (CV), Matthew Willis (MW), Joanne Busfield (JB), David Whitfield (DW) , Andrea Wade (AW), Shaeen Shan (SS) , Caroline Batson (CB) Suneena , Sima Alavi (SA), Seda Irani (SI), Michelle

ITEM	SUBJECT	ACTION
1	<p>Apologies</p> <p>Gina Benson</p> <p>Welcome to 5 new Year 7 parents, introductions given</p>	
2	<p>Summer Festival Feedback</p> <ul style="list-style-type: none"> • Final figure of £1085 profit but that includes cost of the water bottles of which we still have 80 to sell • Would be good to get more students involved next year • The art exhibition was very impressive and maybe we should have the festival focus more around that next year • New yr 7 parents present that came said they enjoyed it • The venue worked well for the weather on the day using the hall and spilling outside 	
3	<p>Library, Eco Committee, PE Donations</p> <ul style="list-style-type: none"> • At the end of our first year we have £5500 to distribute (after the £500 already given to PE). All agreed it would be good to give this money away now and start afresh for this year on our new projects. It will also allow us to show parents and students that their contributions are going to good use. • All agreed we would like to pay the Library the £5000 promised – cheque was given to JB. She will ask the department to let us know exactly where the money will be spent • The Summer Festival was jointly with the Eco Committee with the understanding that we would give them all or a proportion of the profits. This was never formally decided on and it was agreed that we should have a more formal process for donation request in the future. RK will contact Jordan Clarke to see what is expectations are 	<p>RK – contact JC re donation from the Summer Festival profits</p> <p>RK – form for donation request to make the process more formal</p>

	<ul style="list-style-type: none"> The PE department have been given £500 with £4500 more promised. JB has been talking to Vanessa Wingate, head of PE and they would like to improve the Hollow area. It is used for PE as well as other school activities but is in desperate need of resurfacing. JB is getting a quote for the total cost of this but she thinks around £40,000. This will vastly improve this area and benefit all students so the committee are happy to promise the £4500. JB will let VW know and keep us updated with the progress of this project. 	
4	<p>Hardship Fund</p> <ul style="list-style-type: none"> Lucy Greenwood has previously emailed us about a donation towards the Hardship Fund. This is for students who may not be eligible for the government Pupil Premium funding but who still need occasional financial support towards uniform, school trips etc. JB says LG is looking for around £500 - £1000 a year. DW – we have previously talked about the 200 club and this would raise around £1000 a year, should we allocate this money for the Hardship fund? – all agreed this sounds like a good plan Discussion on how the 200 club works. It requires a yearly donation from parents, they pick a number and a monthly draw picks out say 3 numbers with those parents winning a cash prize. As there are some potential issues with gambling laws it may be better to call it the 50/50 club as 50% of money donated is given out in prizes and the rest kept for fund raising. The importance of promoting this was discussed. Key to get the description right. DW will word a description of how it works and RK will ask Dan to do a flyer. We can also promote this at upcoming events eg. Bingo night. Could parents pay for a number on parent pay and maybe give a preference for which number they would like? JB could work yes. A number could be given away as prizes? 	<p>50/50 club</p> <p>DW write description of how it works, RK pass this on to Dan to make a flyer</p> <p>Promotion of the 50/50 club through email to parents, parentpay and at Bingo night</p>
5	<p>Mr Braden, technology funding request</p> <ul style="list-style-type: none"> The Technology department has emailed asking for a donation towards a new laser cutter. It will cost £6000 but the department is hoping to raise some funds by selling old equipment. Agreed we will ask Mr Braden to come in and talk to us 	<p>RK - ask Mr Braden to next meeting</p>
6	<p>Water Bottles for sale</p> <ul style="list-style-type: none"> CV -100 SGHS/Friends water bottles were purchased for the summer festival at a cost of £2 each. This was in keeping with the eco theme. We sold 20 of these so we have 80 left 	<p>JB – speak to shop and kitchen about selling water bottles</p>

	<ul style="list-style-type: none"> • JB – we can sell them in the shop, in the kitchen and on parent pay. JB will speak to the shop and kitchen to co-ordinate this. £3.50 sell price each. 	
7	<p>Reward to student contributors</p> <ul style="list-style-type: none"> • We had previously said that we would like to recognise the help of students at Friends events either through chocolate or similar or through house points. • JB – teachers who promote the events to students to give out house points to those volunteering. I.e. The music teacher gave house points to the students who played piano at the wine and cheese evening • May be a good idea to make a note of students who help at every event from now on • JB will mention and thank volunteers from the Summer Festival in gathering 	<p>make sure students are recognised for their volunteer efforts at Friends events – record of names</p> <p>JB – thanks to student volunteers from the summer festival in Gathering</p>
8.	<p>Treasures Report</p> <ul style="list-style-type: none"> • RK – we currently have £6219.34 in the bank • Profit from the events over the past year has been calculated as £6048.71 • £500 has been given away to the PE department so there is a discrepancy of around £670. JB will speak to Leslie Stott about this difference • JB – parentpay will be paid directly into the Friends account from now on • We haven't applied for match funding from Barclays yet – shall we ask for Bingo night? Agreed – RK will email our contact at the bank 	<p>JB, LS and RK to liase re banking</p> <p>RK email Barclays about match funding at Bingo night</p>
9.	<p>Friends Cupboard</p> <ul style="list-style-type: none"> • CV has had a good sort out of the existing cupboard on the stage. This cupboard was given to us to use when we started out and there are a lot of items in there from the old PTA that are unlikely to be of any use now. We could also do with a locked cupboard for unused alcohol left after events and to have a clear stock list. Can we put everything into one cupboard for ease? • JB – a locked cupboard has already been located for Friends although it may not be big enough for everything, she will get the key to us and RK and CV will see if it is suitable to move everything into that. 	<p>JB – give new cupboard keys to CV and RK who will have a stock take and hopefully consolidate everything into one cupboard</p>
10.	<p>Friends Café West Bank 23rd September</p> <ul style="list-style-type: none"> • CV, DW, SR and ST will run a breakfast, cake and hot drinks café from West Bank for parents dropping girls off for the admissions exam • JB – the exam is 9am – 12.30pm and there will be 250 girls sitting the exam • RK will ask Dan to do flyer and we will email all parents coming plus clear signage for the day 	<p>RK –ask Dan to do flyer for parents and posters for the day with directions</p> <p>ask parents for cake donations</p>

11.	Skipton Puppet Festival 29th Sept – 1st October <ul style="list-style-type: none"> • JB – hot drinks, cake and drink cartons worked well last year • JB had performance times and those present volunteered for times – see attached 	RK – ask for cake donations for puppet festival from parents
12.	15 th October charity café <ul style="list-style-type: none"> • To be discussed in more detail at next meeting 	
13.	10th November Family Bingo night <ul style="list-style-type: none"> • Changed to 10th November from 20th October after discussion • Decided on pasta and salad buffet, 6.30pm start • Will add another game such as play your cards right to add a bit more fun – RK will ask Forresters for giant playing cards • More discussion on food etc at next meeting • RK – ask Dan to start a flyer 	RK – ask Dan for flyer for Bingo night RK – ask Foresters re giant playing cards
14.	Future events to put on bookmarks <ul style="list-style-type: none"> • Decided after discussion not to do anything for Christmas as its such a busy time for the school and parents • All liked the idea of another Curry and quiz in February. SS has previously donated food from her family's catering business to her daughter primary school and will happily do the same for us – great!! Her family also has a supermarket so can also help with items such as biscuits etc. Very kind and much thanks given to Shaeena 	
10.	AOB <ul style="list-style-type: none"> • MW – can we get portable card payment machines for events like they have on market stalls – RK will ask at bank • Discussion about how useful match funding can be – can we ask parents again if their employer has this scheme? • Friends letter including donation requests and match funding • JB – can we ask again about gardening volunteers on the letter, parents and grandparents • Seda – there is an app for emails to parents. She will email details to RK 	RK – ask re payment machines at bank (zettle?) RK find out what businesses match fund and write in letter RK letter to parents re donatiosn, match funding etc ...
9.	Next Meeting – 3rd October 6.30pm Meeting closed 8.20pm	