

FRIENDS OF SGHS

Minutes

Date: 08.05.17

Time: 6.30pm

Venue: Library

Present: Rachel Knight (RK), Steven Rose (SR - Chair), Caroline Batson (CB), Chloe Vereker (CV), Gina Benson (GB), Jenn Plews (JP), Matt Willis (MW)

ITEM	SUBJECT	ACTION
1	<p>Apologies</p> <p>David Whitfield, Joanne Busfield, Catherine Kemp</p>	
2	<p>Morrisons Bag Pack Feedback</p> <ul style="list-style-type: none"> • SR - £185.89 collected by 8 girls over 2 hours • Disappointing turnout – CV – Ermysteds had 36 boys raising over £900 at theirs so it makes a big difference • Discussion on how to incentivise the girls to participate in Friends fund raising – see point 9. • CV- stick to 1 per year in future, 2 may be a lot to ask • Try and avoid exam times 	
3	<p>Raffle Takings</p> <ul style="list-style-type: none"> • £175 paid in to bank account already but some change still with JB to be counted – JP/RK will check with JB 	JB – final raffle takings tbc
4	<p>Curry and Quiz night checklist</p> <ol style="list-style-type: none"> a. Tickets – RK check sales with JB and James Hoyle. Promotion wise RK to ask Sally to send one final email and notice to go in Craven Herald this week. Is it already on Craven Herald online? Tickets to be available on the door as well b. Catering and food service – Buffet style. CV confirmed food organised with Asfa. Bar and food sundries still to buy, CV and RK to liase. Can we get ovens turned on before 6 so we are ready to go? c. Bar/Wine – Keith organised on bar and DW to buy wine d. Questions from teachers –RK gave James Hoyle’s proposed structure for the quiz. RK will ask about excel spreadsheet on a projector screen and ongoing tot up of points and if they would be willing to take photos during the night e. Table layout and decorations – CV has organised 	<p>RK – ask Sally to send final email</p> <p>RK/CV – final food shop</p> <p>RK –ask JB if ovens can be turned on in advance and re table / room set up</p> <p>RK – email James Hoyle re excel sheet and photos</p> <p>CV – contact DW and Keith re numbers once confirmed</p>

	<p>some table decs via Asfa. RK ask JB about table set up and lighting</p> <p>f. Music – GB will bring compilation CD</p> <p>g. Timings – start 7pm for drinks then quiz from 7.30pm. Heads and Tails run by DW over break</p> <p>h. Helpers – we have CV, SR, MW, DW, Keith and Asfa from start with CB coming later. GB and RK will help where needed</p> <p>i. Other – RK ask Dan about some welcome posters, prizes – decided on 6 bottles of wine as main prize displayed in a box (CV to liase with DW), RK order small 'trophy'</p>	<p>GB – bring music CD on night</p> <p>RK – ask Dan about welcome posters for the night, updated bookmarks and summer festival flyers</p> <p>RK – Trophy CV – organise wine prize</p>
5	<p>Summer Festival</p> <ul style="list-style-type: none"> • In conjunction with the Eco Committee • JP – we could have it in the school field for a summery picnic atmosphere • Early promotion vital to make the event a success – RK ask Dan about a flyer or at least a save the date to be on tables at the quiz night • Discussion of ideas for the day including bbq, picnic, treasure hunt trail, music • Liase with Suzy and Jordan re press release 	<p>Ideas to be discussed further plus press release, discussion to be had with Jordan Clarke</p>
6	<p>Online Safety Demonstartion 18th May</p> <ul style="list-style-type: none"> • RK will do this plus one other TBC 	
7	<p>Engineering Event 23rd June</p>	<p>For more discussion at next meeting</p>
8.	<p>Lines of Communication between Friends and school</p> <ul style="list-style-type: none"> • JP happy for us to contact staff directly when required rather than having to go via Joanne 	
9.	<p>Ideas for Incentivising students to help</p> <ul style="list-style-type: none"> • The Friends committee have been disappointed with student participation particularly since the small numbers of volunteers at the Morison's bag pack • Discussion on why the girls may not be willing to volunteer. These included studying for exams and that from Yr 8 the girls are more self conscious and likely to be led by their friends. • JP suggested talking to the new head girl team and House Executives • Can we make volunteering compulsory? Or attach merits to volunteering to go towards house points? – JP certainly we can attach it to the school rewards scheme. Yr 12s have to volunteer already so we can approach them via the head girl team. Maybe 2 hours per student per year? – talk to head girl team/house execs about this – RK make contact via Sally 	<p>RK – make contact with new head girl team and Vanessa Wingate in the PE department</p>

	<ul style="list-style-type: none"> • Would it be better to do some fundraising within the school and have it more led by the students e.g. a sponsored walk within PE time or something at lunchtimes? That way they are taking control of their own money raised • Students may be more incentivised if they could see the rewards of their work – JP suggested getting a shopping list from the PE department of equipment needed now that we have hit our target for the library. We can then ‘tick off’ purchases as we go so there is a clear link between money raised and items bought – RK will contact Vanessa Wingate • Promotion of Friends and making a clear link between us and the school – JP suggested an A4 flyer mail out to all parents with a ‘You said, we did...’ type message to highlight our achievements. JP agreed to cover the costs of this and Sally Bullock will post. JP speak to Dan re flyer design 	<p>JP - speak to Dan re flyer mailout to go in next 3 weeks</p>
10.	<p>Treasurers Report</p> <ul style="list-style-type: none"> • RK – Race night and raffle takings tbc from Joanne, parent pay takings still to be paid in • JP – can we agree to release £2500 to the library for spending? – all agreed 	<p>RK – check final figures with JB</p>
11.	<p>AOB</p> <ul style="list-style-type: none"> • JP – new build bid on hold until after the general election • 27th June Yr 6 Induction Evening discussed – ideas included Friends mingling and chatting and putting refreshments on House tables so parents can meet the families of the girls their daughters will be with • 23rd June – selection test date, JP suggested using West Bank as a café and serving refreshments to parents dropping students off – for further discussion • 29th Sep Puppet Festival – great opportunity for a café. It is Fri/Sat/Sun – JP we could use café quad – for further discussion • Can we have a Friends banner outside the school with interchangeable text so we can advertise upcoming events? – RK to contact Dan re design 	<p>Events for further discussion</p> <p>RK – ask Dan about banner design</p>
9.	<p>Next Meeting – 5th June 6.30pm library Meeting closed 8.30pm</p>	