

FRIENDS OF SGHS

Minutes

Date: 03/10/2017

Time: 7pm

Venue: Library

Present: Chloe Vereker (CV) Chair in place of SR, Rachel Knight (RK), Matthew Willis (MW), Joanne Busfield (JB), David Whitfield (DW) , Andrea Wade (AW), Seda Irani (SI), Lucy Busfield (LB), Helen Smith (HS)

ITEM	SUBJECT	ACTION
1	<p>Apologies</p> <p>Gina Sedgewick, Steve, Caroline Batson, Michelle, Shaeena, Sima</p> <p>Welcome to Lucy Busfield who is to be our main contact at the school to enable easier communication between Friends and the school</p>	
2	<p>West Bank Cafe Feedback</p> <ul style="list-style-type: none"> • £113.79 profit • Parents arriving from 8am so could have started slightly earlier • Quiet between 9.30-11.30 and then busier again towards the end • Wouldn't bother with paninis next time, teacakes, cake went well 	
3	<p>Puppet Festival Feedback</p> <ul style="list-style-type: none"> • £417 profit (£30 less than originally thought as the float was £60 not £30) • Coffee care invoice tbc • Cake and hot drinks all that needed. Perhaps takeaway cups useful. • Candy Floss sold really well – thank to Andy Spencer for doing this and donating 75% of profits 	
4	<p>Yr 7 parent / teacher event 9th October 4-5pm</p> <ul style="list-style-type: none"> • Helen Smith (HS) has kindly agreed to serve drinks at this event • RK will try and get 1 or 2 more volunteers to help her, Chloe will meet HS this week and show her where the Friends cupboard is for the banner and crockery etc. 	RK, HS, CV to liase re this event
5	<p>50/50 club (DW) – now '100 Club'</p> <ul style="list-style-type: none"> • DW has investigated further and will draft a description of the idea for emailing to parents and promotion material 	DW – description of 100 Club to RK

	<ul style="list-style-type: none"> • £18 a year membership makes the cost £1.50 a month • Monthly draw with 3 cash prizes • Launch at bingo night for starting January 2018. We will have the number displayed on the night so people can pick their own numbers • People can also pay on parentpay with the option to pick their own numbers where possible (maybe a first and second choice in case they are used?) • If 100 members then profit would be £900 for the Hardship Fund. Calling it the '100 Club' may be a more appealing name – all agreed • Any more than £1000 profit made then we can put back into our general pool of funds • The monthly winners would be announced on the website and in school to encourage new members and create a buzz • DW happy to organise initially, draw can be made by committee members monthly 	<p>RK – speak to Dan re promotional flyer</p>
6	<p>Y7/8 European breakfast/Enterprise Day/ World Food day (16th Oct) - Seda</p> <ul style="list-style-type: none"> • Seda described fund raising events that had worked in the past • European tasting table could work at the Town Hall Café? Not long to organise but JB will contact Mr Braden, Angel and Ms Yasin and see if they would be interested in organising this with students • All liked the breakfast idea and thought this may work when the Spanish exchange students are here in December – JB will check with Angel if he doesn't mind Friends doing breakfast catering that day 	<p>JB – speak Mr Braden about International food at the Town Hall café and Angel about European Breakfast</p>
7	<p>Town Hall cafe</p> <ul style="list-style-type: none"> • Helen will take rota to Y7 parent/teacher event to try and encourage volunteers to help • RK email parents again re cake donations and help • DW, MW and SR will be first there for set up. DW and RK will meet at the school Friday evening to pick up table cloths and provisions ready for the day • DW will organise food including pies, bacon, meat etc • CV and RK will do soup and CV also sandwiches • MW will do pricelist – CV will email with past menus 	<p>All to liase this week re arrangements</p>
8.	<p>Bingo Night 10th November</p> <ul style="list-style-type: none"> • CV distributed written ideas for the evening e.g. food and promotion. All liked 'Basta, Pasta, Bingo!' • Dan is finishing the promotional poster – CV will take over liasing with him • We need a bingo caller – JB will speak to teachers e.g. Mr Hoyle or Mr Braden 	<p>JB ask staff re Bingo caller</p> <p>CV contact Dan re flyers/posters and also calendar</p>

	<ul style="list-style-type: none"> • Agreed 7pm start with pasta buffet to be served at 8pm • Cash bar and candy floss from Andy. Agreed to £1.50 for candy floss with first £15 going to Andy, rest to us. Keith to run bar? • DW – wine can be provided at same deal as before from Wright wines. CV and RK will check cupboard to see what we already have • We will need bingo cards – tbc • RK will ask about giant playing cards for a 'play your cards right' game • Chocolate donations from parents for prizes – RK will ask parents • Promotion asap vital for this event to be a success! 	RK ask parents for chocolate donations
9.	6th Form open evening 15th November 6-9pm <ul style="list-style-type: none"> • More details to follow, RK will email Gemma Cloughton for more details • JB - At least 3 volunteers will be needed 	RK get more details
10.	Curry and Quiz night <ul style="list-style-type: none"> • 2nd February agreed as a good date – check with Shaeena if she can do catering otherwise we are confident we can cater this ourselves 	RK –ask Saheena if she is available for curry catering 2nd Feb
11.	Treasurers report - RK <ul style="list-style-type: none"> • £1240.04 currently in bank • £5000 to library cleared • £200 cheque to the Eco committee to clear plus cheque to the school for previous invoices and to coffee care for the loan of the machine at the puppet festival • Takings from west Bank Café and the puppet show still to pay in • £118 paid for PTA membership by RK – to be paid back from cash takings • Match funding from Barclays looking less likely – no response from our contact at the bank despite numerous emails • Match funding through parents employers would be brought up again at Bingo Night? • Zettle – Barclays in Grassington thought these were just for business accounts, worth looking into further for ease of taking payments – RK will investigate 	RK – further investigation Zettle
12.	Friends Cupboard <ul style="list-style-type: none"> • CV and RK will meet with LB this week to get key for lockable cupboard which will allow us to safely store excess alcohol and chocolate • Stock take while we do this 	RK, CV, LB to meet re lockable cupboard and stock take
13.	Friends banner missing <ul style="list-style-type: none"> • The Friends banner has gone missing from the front of the school – JB will see if she can locate it 	JB look for banner
14.	AOB <ul style="list-style-type: none"> • Water bottle sales – 8 sold via parentpay. JB - Bottles 	

	<p>are with Angel in the kitchen, a note will be put on parent pay so parents can let their daughters know to collect bottles from the kitchen</p> <ul style="list-style-type: none"> • Promotion for events really important - CV will contact Dan with new calendar events • We will do Xmas hamper in lieu of an event - TBA 	CV - calendar
15.	<p>Next meeting - AGM</p> <ul style="list-style-type: none"> • 30/10/17 6.30pm • Meeting closed 	RK – ask Mr Braden to next meeting