

FRIENDS OF SGHS

Minutes

Date: 16/4/2018

Time: 6:30pm

Venue: Library

Present: Steven Rose, Caroline Batson, Matthew Willis, Lucy Busfield, Seda Irani, David Whitfield, Joanne Busfield and Chloe Vereker

ITEM	SUBJECT	ACTION
1	Apologies Shaena Shan, Sameena Towasin, Suzy Vincent	
2	100 Club Seda posted a cheque to each winner of the March draw. April draw took place at the meeting and this month's winning numbers are: 1 st prize No 15 , 2 nd prize No 93 and 3 rd prize No 29 All the winners of the 100 Club numbers on school's website as well as on Friends Facebook page. Next draw will take place on the 8th of May at Friends meeting.	There are 18 numbers left to sell 41, 43, 45, 46, 47, 50, 52, 53, 56, 60, 63, 70, 74, 79, 83, 89, 91 and 94 David will inform the winners of 100 Club numbers
3	Treasurers report & Vacancy Committee advertised the post on Facebook and via schools March newsletter. However to date no one came forward. Rachel is happy to sing cheques until someone is appointed. At the meeting Seda collected cash from: £36 Gin Tasting Ticket sale £20 100 Club number sale £146.14 Spring Hamper raffle ticket sale	Joanne is going to help out Seda with Friends finances until the new treasurer appointed. Seda to prepare float for the Gin Tasting Night £50 for the bar and £45 for the door/raffle tickets sale Seda will give (17.4.18) Rachel £21 cash for TEN licence application
4	Friends Future Funding Plans £3000 for Tech Department to buy a new laser machine £1000 towards School Planners for the next two academic years? May not be needed if school charges to girls who want to buy the diaries and subsidies those in need of financial help.	
5	Spring Hamper It raised £ 146.14	
6	Gin Tasting Night – Friday April 27th So far 65 tickets sold. 3 refunds issued. Ticket sales raised £1156 Timing – 7-10pm Helpers - we need 6 or more helpers. Seda sent an email to parents asking for volunteers as well as posted on Facebook but no one came forward. David, Matt, Steve, Caroline, Chloe, Joanne and Lucy volunteered to help.(5pm-11pm) Chloe asked Hollie if she could help Music - SGHS girls will play live music at the beginning of the evening. Also Steve will prepare a play list Seating plan will be made when final numbers known (sing 12 round tables). Once the room is set up Julian needs 1 hour before the start. Gins will be pre- poured with garnish and should take around half an hour if there are sufficient numbers. Ice - 20 minutes before we can ice up the arrival G&Ts and fill the buckets (1 per table). Julian thinks he will be ok to supply enough ice buckets but we may want to have some more as back up. 25 bags of ice cubes should be plenty since 50 bags was sufficient for 150 people at a recent event. Julian will lend 15 (large size) cool box. Tonic - added to arrival drinks 10 mins before kick-off so will need to be put on tables. Placemats – WW will supply and place the five gins on them. Garnish - Julian will let us know nearer the time what is required.	Joanne to ask 6th Formers if they could help out on the evening Joanne to ask Food Tech if they could cut up the fruit Lesley to email parents whom bought tickets to see who they would like to sit with Seda to arrange floats for the bar (£50) and door (£45). Also to make aubergines in tomato sauce and prepare buffet food labels Seda to check Friends stock for drinks and email David and Joanne Chloe to make chicken kebabs, humus, tzatziki and buy falafel, taramasala, olives, pitta and flat bread, napkins, lemon and fruit

	<p>Non-drinkers - he will supply a tee-total G&T for these.</p> <p>Food – Shaena and her husband did not know anyone who can donate food to this event. Chloe and Seda asked supermarkets for donations of Humus, Taramasala, Pitta Bread, Olives and Chicken Breast (to use for kebabs). Tesco is donating 12 tubs of taramasala, all the pita and flat bread, yogurt, cucumber and meat. Aldi donated £20 towards our shopping. Friends’ members will provide the food.</p> <p>Bar - Julian will do his usual deal for us, just need to let him know.</p> <p>Raffle - Julian said he will provide a bottle for the raffle, which we could draw before the food. Do we want to add some runner up prizes?</p> <p>Extra Money Spinners - A gin based quiz or something on the tables and mock up a gin qualification for getting the pass mark. Coin rolling game to win more booze!</p> <p>Signs/Decor/lanterns and fairy lights for the tables</p> <p>Washing up - Glasses need to be returned by Monday well cleaned and dry.</p>	<p>and bring lanterns and tealights for the table decorations</p> <p>David to make the seating plan, Gin named table labels, cook Moroccan chicken stew and buy ice cubes and kitchen foil. Also to ask Julian to prepare 10 or 15 Gin Quiz questions.</p> <p>Steve to cook Moroccan Vegetable stew</p> <p>Julian to provide Gin, Tonic, Ice buckets and Cooler boxes</p> <p>Matt to make couscous.</p> <p>All members will bring salads and ice buckets if they have one</p>
7	<p>Friends of SGHS Family Games Night – Friday 8th June</p> <p>Timing: 6:30 – 9:30pm</p> <p>Ticket price: £10 adult, £7 child, £30 family (2 adults and up to 3 children)</p> <p>Food: lasagne, garlic bread and salad will be served.</p> <p>Desert: Candy floss and ice cream sale</p> <p>There will be a bar and raffle.</p> <p>Details to be discussed at the next meeting.</p>	<p>Matt and David will think about the games that can be played on the evening.</p> <p>Chloe to advertise the event after Gin Tasting Night</p> <p>Joanne to set up ParentPay</p>
8	<p>Father’s Day Gift Bags</p> <p>Committee members will donate items for the Gift bags. There will be 1st, 2nd and 3rd prize winners. The draw will take place on the 15th of June.</p> <p>Donations of a Father’s Day card, key ring, mug, frame, cookies, chocolate bar, washbag, deodorant, socks, garden products...</p>	<p>Seda to prepare the Gift bags at the next meeting</p> <p>Seda to ask Sally to send an email out to parents. Also give float for the raffle ticket sales</p>
9	<p>Y6 Induction evening Thursday 28th June –</p> <p>6pm in the hall then 7pm in studio</p> <p>Friends will serve tea, coffee and cakes and provide a bar.</p> <p>A donation box will be left at the tea and coffee table.</p> <p>Friends’ activities/calendar will be advertised.</p> <p>Parents’ sign up sheet will be left on the table to encourage new parents joining Friends</p>	<p>Ask parents for cake donations</p> <p>Caroline to ask Skip to School for a donation of uniform/vouchers towards uniform for the raffle</p> <p>David to do a speech</p> <p>Joanne to organise a Friends display board</p>
10	<p>Summer Breakfast – Friday 29th June</p> <p>May have a ‘honey’ theme</p>	<p>Seda to contact Angel and plan the menu and advertise it</p> <p>Seda to contact Joanne to set up Parent Pay for the Summer breakfast.</p>
11	<p>Summer Celebration in conjunction with the Sixth Form Art Exhibition – Tuesday 3rd July</p> <p>Timing: 6-9pm</p> <p>Venue: Quad or Gym</p> <p>Friends will have stalls, BBQ, Crepes, ice-cream stand, candy floss and a bar</p> <p>SGHS girls to play music</p> <p>Lucky dip and raffle</p>	<p>Seda to ask Coffee & Clay if they would like to have a stand and pay a percentage to Friends</p>

12	Y5 Open Evening - 5th July Timing: 6pm Refreshments in Café Quad (tea, coffee and biscuits)	Use Friends' display board
13	Robotics Night -11th July Y7 girls and parents/carers will be attending Food: Pizza, burger, chips, ice cream?	Seda to inform Mr Braden about our next meeting date (8 th May)
14	Friends Committee Contact List A list of contacts created by the members whom attended the meeting and e-mailed to everyone.	Seda to ask Keith and Colin their contact details.
15	Future Events and 2018-19 Calendar Friends Café West Bank – Sat 29 th September Salsa Night – October TBC Family Bingo Night – Friday 9 th November Christmas Concert & Christmas Hamper – Thursday 13 th December European Breakfast – Friday 14 th December Spring Sponsored Hike -TBC Mother's Day Stall – Friday 8 th March Spring Breakfast – Friday 8 th March Spring Hamper – Thursday 21 st March Curry and Quiz Night – Friday 22 nd March Family Games Night – Friday 7 th June Father's Day Gift Bags – 14 th June Y6 Induction evening – Thursday 27 th June Summer Breakfast – Friday 28 th June Y5 Open evening – Thursday 4 th July Robotic Olympics – TBC Summer Celebrations – July TBC	David to talk to Laura and try to set a date for Salsa evening Chloe to talk to Kate about the Spring/Autumn Sponsored Hike
16	AOB <ul style="list-style-type: none"> • Friends Webpage Committee would like to thank Dan for his ongoing support and help with Friends webpage and leaflet designs. The updated webpage gives information about our fund raising targets and achievements. • ParentPay Procedures Lesley added 'collect your tickets from school' to ParentPay. The ParentPay page only allows certain amount of words to be written so the staff are restricted to write much detail for each event. • Friends Annual Newsletter Seda produced the Friends Newsletter and sent it to committee for a feedback. After editing and adding the Chairman's note, she emailed it to school to get permission to go ahead with contacting businesses. • Friends' events refund policy If people give 48hrs notice then Friends to explain that there were certain costs associated with the event hence may deduct some money before returning the full amount. • School Photos David suggested that Friends should contact a photographer to take whole school photo and give Friends a percentage. However members decided that the school photos are usually expensive for pupils to buy. So Matt suggested to hire a professional camera and take photos ourselves. Members decided that taking class photos will be more feasible than the whole school photos due to timing and organisation that will involve in gathering everyone and to fit everyone in the frame. 	Seda to ask Dan to change the wording of the Friends page Events wordings need to be checked. Seda to prepare a list of companies to contact and send it to school for approval Joanne to ask the school photographer for a price Joanne to ask GCSE Photography group to take class photos Matt to look into hiring a professional camera
17	Next meeting: Tuesday 8 th May 2018 Venue: School Library Time: 6.30pm start	