

FRIENDS OF SGHS MINUTES OF MEETING

Date: 8th January 2020

Time: 6.30pm

Venue: Library

Present: Steve Rose (SR), Chloe Vereker (CV), Dawn Rollins (DR), David Whitfield (DW), Mark Turner – Head teacher (MT), Nicola Midgley (NM)

	SUBJECT	ACTION
1	<p>Apologies: Duncan Faulkner, Suzanne Jeanes, Matt Willis, Katie Birks (KB), Holly Burgin, Georgina Hughes, Emma Wood, Joanne Busfield & Hollie Burgin</p>	
2	<p>Funding requests</p> <p>Full set of stage curtains on order. Due to be fitted late Jan/early Feb well in time for school performances 25-28 March 2020.</p> <p>Water Fountains – full installation costs and purchase options described by MT. Decision taken to immediately buy and install 3 new drinking water fountains for the following locations in the school: Café Quad, Hall and Stem building. Cost £2,290.</p> <p>Friends to ask Katie Birks if she can commence application process to try and acquire an additional grant for a 4th water fountain. MT offered school help to complete the application form, if needed.</p> <p>Other funding needs – School reward scheme (application form needed - £1,000), gym equipment (application form received - £1,295), picture frames (Art Dept) (application form needed).</p>	<p>EM to be instructed to make payment to school for purchase and installation of 3 new water fountains, once a request for funds form has been received by Friends</p>
2	<p>Curry and Quiz – Fri 7 Feb 2020. 7pm School Hall</p> <p>Quiz to be led by Maths Dept (Georgina Hughes). Georgina to organise necessary IT.</p> <p>Friends' volunteers to arrive at 5/5.30pm for table set up, crockery & cutlery, glasses, welcome table and bar set up.</p> <p>All curry food being donated by Shaeena Shan (parent).</p> <p>Food served at around 8.30pm, buffet style at the back of the hall.</p>	<p>Reminder emails to be sent out to parents for this event – CV to organise</p> <p>CV to liaise with Shaeena on food & delivery</p> <p>EW to organise</p>

<p>Menu as follows:</p> <p>Chicken & Veg Curry, Pilau rice and Naan, Salad and Yogurt Sauce. Starters of fish masala, chicken drumsticks & veg pakora.</p> <p>CV to purchase/make nibbles for tables (poppadums, riata and chutney – CV) 200 Napkins – NM to purchase and bring gin measure, 30-40 pens – DR to organise. CV to bring bottle openers!</p> <p>DW – to purchase Prosecco, white wine (only) and 2 bottles of gin plus 5 bottles of tonic, ice and lemons.</p> <p>SR- to purchase additional lager & craft beer.</p> <p>DW – will encourage promotion of 150 club at event and also run the money spinner 'Heads & Tails' just before the quiz reconvenes after supper.</p> <p>KB – Some meal vouchers (as quiz prizes), have been obtained from some of the Skipton curry restaurants.</p> <p>Friends card reader to be given to SGHS reception ahead of event so that people can buy tickets at school reception using credit/debit cards. Card reader to be returned to Friends just ahead of the event for use at the bar.</p> <p>Donations for the Quiz Valentine's hamper still needed.</p> <p>Friends to bring themed items to Feb 3rd meeting.</p> <p>Maximum 120 people can purchase tickets at £10 pp. Over 16's only. Final purchase day for tickets is Wed Feb 5th (to encourage early sales and clear numbers).</p> <p>MT volunteered Year 12 (rather than Yr 13) volunteers to help with the running of event. Four will be needed. Donation to</p>	<p>money floats for hamper and bar</p> <p>Friends to ask MT for 4 Year 12 student volunteers for event.</p> <p>DW – organise bowls on tables</p> <p>DW – to bring 150 club membership forms</p> <p>CV to organise hamper and collect items</p> <p>EW to hand card reader to SGHS reception and instruct reception staff in its use.</p> <p>EW to keep track of all ticket sales via Parentpay and to give Friends final ticket list</p>
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	<p>be made to the current school charity for this assistance.</p> <p>Current helpers from 5pm set up until 10pm close down – SR, CV, DW, DR, MW, HS. More offers of help to wash up, serve food, run bar and set up would be welcome.</p> <p>Approx schedule:</p> <p>7-7.30 arrival and welcome</p> <p>7.30 -8.30 Quiz with Georgina (4-5 rounds)</p> <p>8.30 Supper</p> <p>9.15 Quiz recommences (3-4 rounds)</p> <p>10pm Quiz winners rewarded</p> <p>Clean up</p>	
3	<p>School Performance – Romeo and Juliet (25-28 March)</p> <p>MT on behalf of Leanne Williams (Music/drama) asked Friends to support the school performances on four consecutive nights by the provision of a cash/card bar each night. Friends have agreed to this request as a useful funding raising event. Friends to purchase drinks (wine/beer/gin?) and snacks (TBC) to serve at the interval around 7.45-8.15pm each night (time TBC)</p> <p>Helpers needed each night (to set up, sell, wash up and pack up).</p> <p>Bespoke tickets for Friends Easter hamper to be sold at this event.</p>	<p>Approx. 3 helpers needed to run bar for each of the 4 performance nights.</p> <p>EW to organise floats</p> <p>CV to organise Easter Hamper</p> <p>CV to work with DF to organise promo of hamper</p> <p>DW to organise bespoke Easter hamper raffle tickets</p>
4	<p>150 Club</p> <p>DW reported that due to current lack of renewal payments (via ParentPay) so far for 2020 we should suspend the draw until more 150 Club numbers are sold. Now need push for payment renewals ASAP through emails, etc. Incentivise renewals by offer of prize for a lucky winner.</p> <p>.</p> <p>CV to delete 2019 member names from large standing Friends 150 board and work with DW to install current membership numbers in time for Quiz</p>	<p>DW to organise request for payment renewals email to be sent out to existing 150 Club members via Joanne Busfield/Lesley Stott.</p>

5	<p>Treasurer's Report</p> <p>Currently, about £1,500 in current bank account + £4,500 in savings account.</p> <p>Winter Concert (hamper and stalls) made a profit of about £580.</p> <p>SEE ATTACHED ACCOUNTS</p>	
6	<p>Future events</p> <p>Mother's Day Market stalls in Café Quad foyer, morning break (10.30-11am approx.) and lunchtimes (12-1pm) on Thu 19 March and Fri 20th March 2020. A good money spinner. Will need donations of homemade/handmade gifts suitable for mums / grandmothers, etc. nearer time.</p> <p>Helpers so far CV & NW. More volunteers needed.</p> <p>Easter hamper will be organised this year. Draw date: Wed 1 April. DW to arrange for tickets to be printed. Advance sales options to be organised (via PP & at events TBC). Hamper prize donations to be requested.</p> <p>Spring Ceilidh – Possibly. Date TBC</p> <p>Summer Celebration, Tuesday 7th July 6pm.</p> <p>Yr 7 and Yr 8 Disco: provisional date Fri 27 March 2020 (7-9pm) now clashes with school performance so decision taken for Disco plans to be shelved for now.</p>	<p>DW to organise printing of hamper draw tickets</p> <p>CV to check with JB/MT if/when Ceilidh can happen</p>
8	<p>Next Meeting: Mon 3 Feb, 6pm, school library.</p> <p>Final preparation meeting for Curry & Quiz night.</p>	<p>Items for Valentines Hamper needed from all</p>
	<p>AOB</p> <p>NM offered to take up the job of checking the Friends of SGHS email Inbox for messages from parents, carers, etc.</p>	<p>CV to put NW in touch with Seda to take over this role</p>