

FRIENDS OF SGHS MINUTES OF MEETING

Date: Mon 24th February 2020

Time: 6.30pm

Venue: School Library

Present: Steve Rose (SR), Chloe Vereker (CV), Dawn Rollins (DR), David Whitfield (DW), Joanne Busfield (JB), Emma Wood (EW).

	SUBJECT	ACTION
1	Apologies: Matt Willis (MW), Maggie Keep (MK), Julie Egan Hallewell (JE)	
2	Funding requests Three new Water Fountains have now been fully installed and are operational in: Café Quad, Hall and Stem. JB has almost completed the application form to try and acquire an additional grant for a further 3 water fountains, to double up at each of the locations mentioned above. <i>Other funding needs:</i> School reward scheme (funding request form needed - £1,000), Refurbishment of gym equipment (revised funding request form needed), Picture frames x 30 (Art Dept) (funding request form needed), Replacement gym equipment – cycling, step, rowing machines (funding request form needed), English books (request form needed), Technology etching machine (request form needed)	JB to liaise with school depts to ensure that funding request forms are completed and submitted to Friends. Decision taken to pay out for school reward scheme and gym refurbishment (once revised costs received). EW to arrange payments
2	Curry and Quiz – Fri 7 Feb 2020. 7pm School Hall A great success. A £1,800 profit was made. Well done and thanks to the whole team of helpers (parents, staff, students). Massive thank you to Shaeena Shan and family for donating all the wonderful food for the event and for helping throughout the evening.	Thank you card and flowers from Friends to be sent to Shaeena Shan. EW to send £150 donation to school charity as thank you to student helpers
3	School Performance – Romeo and Juliet (26-28 March) Friends to support the school performances on 3 consecutive nights by the provision of a cash/card bar each night. 7pm production start, serve in the Café Quad area. Drinks	Approx. 4 helpers needed to run bar for each of the 3 performance nights. SR to organise helper

	<p>available from 6.30pm</p> <p>Friends to purchase drinks (wine/beer/gin/juice/etc.) and crisps/snacks/ice creams to serve before performance and at the interval (around 7.45-8.15pm) each night.</p> <p>Minimum 4 Helpers needed each night (to set up, sell, wash up and pack up).</p> <p>JB suggested that some staff Sammy & Tim can lay out glasses each evening and be available to help. Currently about 2 Friends helpers confirmed for each night. More helpers needed please.</p> <p>Rota so far:</p> <p>Thursday: Chloe & Julie</p> <p>Friday: Dawn & Emma</p> <p>Saturday: David & Matt</p> <p>Steve available to help (possibly any night) dependant on numbers.</p> <p>Bespoke tickets for Friends Easter Prize Draw to be sold at this event. We will need attractive prizes to be donated by all for this draw – e.g. vouchers for meals, pamper days, holiday, etc.</p> <p>Each member of Friends group asked to try and acquire at least one prize donation each to share at next meeting.</p> <p>Draw tickets can be purchased from ParentPay, School Reception (cash or Friends card reader) or during Romeo & Juliet performance evenings.</p> <p>ParentPay ticket sales list to be sent to EW from Lesley on March 30th so that all payees can be allocated raffle tickets that can be entered into the draw on April 1st.</p>	<p>rota and organise supply of drinks, snacks, etc., ahead of the event.</p> <p>DR to purchase 150 cones, choc ices, etc. to sell.</p> <p>EW to organise floats</p> <p>MW has applied for a TENS licence for this event</p> <p>DW to chase draw tickets from printers</p> <p>CV to organise email to all parents/carers for prize draw donations</p> <p>CV to circulate current drinks stock to group</p> <p>CV/DW to draw up Easter Raffle Prize list once all prizes confirmed</p>
4	<p>150 Club</p> <p>DW reported that due to continued lack of renewal/new payments (via ParentPay) so far for 2020 we should continue to suspend the draw until March when hopefully more 150 Club numbers are sold. We need at least 50 members for it to be profitable. Approx. 67 150 Club members currently in 2020 calendar year.</p> <p>Now need extra push for payment renewals and new members ASAP through emails, events, etc. Incentivise by</p>	<p>DW to finalise 150 club membership list and share with EW and Friends group.</p> <p>CV to organise one more 150</p>

	offer of prize for a lucky winner and/or offer a one year 150 club membership as a prize at a forthcoming event.	promotional email to parents
6	<p>Mother's Day Market stalls in Café Quad foyer, morning break (10.30-11am approx.) and lunchtimes (12-1pm) on Thu 19th March and Fri 20th March 2020. A good money spinner. Will need donations of homemade/handmade gifts, edibles, cards, plants suitable for mums / grandmothers, etc. nearer time.</p> <p>Reminder to students/staff and parents to bring small change in to school to buy gifts on these two days, or bring cards to use in card reader.</p> <p>Helpers so far:</p> <p>Thursday 19th - lunch and break: CV & EW (+Maggie's hubbie?)</p> <p>Friday 20th - lunch & break: NW, DR & Sarah Whitfield.</p> <p>All home crafted donated items to be dropped off at school reception or brought to the next meeting for sale on March 19 & 20.</p> <p>Summer Celebration Tuesday 7th July 6pm. Will need to ensure early liaison with music dept in order to secure music performances on the night.</p> <p>New Year 7 Parent Welcome Night (date TBC) Friends normally present on night with drinks and snacks, sign up new volunteers and promote upcoming events</p> <p>Yr 7 and Yr 8 Autumn Term/Halloween Party It will need to be organised, promoted and led by a year 7 or year 8 parent. MK has identified a suitable DJ who would charge about £90 for this event. Ticket price to include light food. Soft drink bar on the night.</p> <p>Suggested dates: Fri 16th or 23rd October 6.30-8.30pm</p> <p>September Family Sponsored Walk from Skipton Sat 19 Sept is target date. Further planning needed to confirm details.</p>	<p>CV to get messages out to parents requesting homemade gift donations</p> <p>CV to set up stalls w/signage and price labels</p> <p>EW to prepare float</p> <p>CV to work on promo flyer with Dan nearer the time</p> <p>CV to get banner updated for summer celebration</p> <p>CV to confirm date with MK, re. DJ and his/her Oct availability</p>
8	Next Meeting: Mon 16th March, 6.30pm start, School Library.	All welcome
	<p>AOB</p> <p>DR has offered to take up the job of checking the Friends of SGHS email Inbox for messages from parents, carers, etc. DR to liaise with JB regarding details.</p> <p>School/JB to get back to Friends/DR/Seda with access information to Friends email log in</p>	

