

# FRIENDS OF SGHS

## Minutes

Date: 11.05.16

Time: 7.00pm

Venue: R4

**Present:** Jennifer Plews (JP), Rachel Knight (RK), Gina Sedgwick (GS), Steve Rose (SR), Louise Cairns (LC), Helen Smith (HS), Sally Canny (SC) Lesley Stott (LS)

ITEM	SUBJECT	ACTION
1	<p><b>Apologies</b></p> <p>David Whitfield, Nina Rose, Sarah Kerwin, Liz Wolstenholme, Joanne Busfield (JB), Gill Fisher, Andrea Wade</p>	
2	<p><b>Minutes of previous meeting 04/05/2016:</b> Accepted</p> <p><b>Matters Arising:</b> Still committee roles to elect</p>	
3	<p><b>Election of Chair and Secretary</b></p> <ul style="list-style-type: none"> <li>• <b>Vice Chair</b> – Catherine Kemp has come forward since the last meeting and is accepted as Vice Chair</li> <li>• <b>Treasurer and Secretary</b> – RK agreed to take on both roles for the time being with a view to separating the role in September when we will have new year 7 parents</li> <li>• <b>Chair</b> – LC and SR agreed to share the role, to be looked at again in September</li> </ul>	
4	<p><b>Facebook Group Update (GS)</b></p> <ul style="list-style-type: none"> <li>• FB group page set up 'Friends of SGHS' as a closed group. JP expressed some concerns regarding FB due to problems in the past so all agreed must be secure. GS will check member requests with Sally Evans before they are accepted. GS requested another administrator as she may not have the time to check the page regularly</li> <li>• Digital copies of the Friends Logo and Summer Fair flyer to be sent to GS for publication on the FB page</li> <li>• Also discussed other methods of communicating</li> </ul>	<p><b>JP - E-mail to parents notifying them of FB page details</b></p> <p><b>SR/LC - add request for administrator to next agenda</b></p> <p><b>JP – digital copies of Friends logo and Fair flyer to GS</b></p> <p><b>JP – Ask Dan to put a 'Friends' button on the school website with</b></p>

	the Friends activities, e.g. Via Parent Pay, Twitter and website. All agreed the first thing would be to get link on the website	<b>links to the FB page and an events calendar</b>
<b>5</b>	<b>Summer Fair</b>	
<b>a)</b>	<b>Flyer /advert</b> <ul style="list-style-type: none"> <li>• JP passed around the flyer designed by Dan Fitchie (DF) – all very happy with this, it is colourful and clear. Members took copies for display in their local area. Discussed laminating some to make bunting to hang outside the school in lieu of a banner</li> <li>• Fair will also be advertised on website, FB, Twitter and email</li> </ul>	<b>JP – ask DF to circulate Fair flyer on digital media</b>
<b>b)</b>	<b>Allocation of Roles</b> <ul style="list-style-type: none"> <li>• JP passed around an ‘Allocation of Roles’ form for jobs at the Fair. Students have been approached for their contributions and we will firm up details at the next meeting</li> </ul>	<b>RK - bring copy of Allocation of Roles form to next meeting</b>
<b>c)</b>	<b>Further Planning</b> <ul style="list-style-type: none"> <li>• Email to parents requesting help for the Fair in whatever form they can – in particular we would like to serve hot dogs/ burgers, strawberries and cream, ice creams and Pimms on the day – does anyone have links to a business that would be willing to donate any of these items?</li> <li>• LC has sourced ‘stocks’ for Soak the Teacher</li> <li>• Discussed advertising the event to the wider community via flyers and bunting at the front of the school</li> <li>• If it is raining on the day JP confirmed we can move the event inside otherwise it will be outside on the quad</li> <li>• Money collected on the day – can this be kept in the school? JP will check the school insurance</li> <li>• JP to organise ID badges with Friends of SGHS on and yellow/green lanyard to be worn with it. 20 ID badges to be made in the first instance</li> <li>• Meeting arranged to discuss the Fair 23<sup>rd</sup> May – invite all parents who have previously attended a Friends meeting</li> </ul>	<b>JP – Email to parents regarding the Fair – Can they help on the day or donate food, drink, prizes? What are parents’ skills and networks that may be of help making this a successful first event for us? Tombola and raffle donations. Invitation to the meeting on Monday 23<sup>rd</sup> May</b>  <b>JP – check school insurance regarding leaving cash on the premises after the Fair</b>  <b>JP – order 20 badges and lanyards</b>
	<b>AOB – other discussion outside the Agenda included:</b>	
	<b>Official requirements for Friends</b>	

