

FRIENDS OF SGHS

Minutes

Date: 23.05.16

Time: 6.30pm

Venue: Library

Present: Jennifer Plews (JP), Steve Rose (SR) - **Chair**, Catherine Kemp(CK) – **Vice Chair**
Rachel Knight - **Secretary/ Treasurer** (RK), Gina Sedgwick (GS), Louise Cairns (LC), Helen Smith (HS), Sally Canny (SC) Lesley Stott (LS), Joanne Busfield (JB), Jennifer Smith (JS),

Attached: 'Allocation of Roles' Form for the Summer Fair

ITEM	SUBJECT	ACTION
1	<p>Apologies</p> <p>Nina Rose</p>	
2	<p>Minutes of previous meeting 11/05/2016: Accepted</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> • JP has spoken to Dan re banner design • Fair poster is on the website • JP - badges have been ordered, group confirmed lime green lanyards • FB link on website to do • JP – Newsletter due out this week can we get a 'quote' from SR to highlight the FB page and Website link for Friends news? 	<p>JP – ask Dan re FB button on website</p> <p>SR – Quote for newsletter</p>
3	<p>Introductions to Friends of SGHS Committee</p> <ul style="list-style-type: none"> • Chair – SR and LC have agreed that SR will be sole Chair from now on. LC has other commitments but stressed she was happy to help as much as she can • Vice Chair – Catherine introduced herself and was introduced to by all present • Treasurer and Secretary – RK 	
4	<p>Facebook Help</p> <ul style="list-style-type: none"> • GS asked for admin help – could Sally (SE) be an administrator? – JP yes and this would be easier for monitoring member requests. JS is also willing 	<p>GS – add SE and JS as administrators</p>

	to help	JP/SE – digital copy of Friends logo and Fair flyer to GS
5	Summer Fair	
a)	Promoting the Fair <ul style="list-style-type: none"> • Discussion re advertising – LC aware of event database on the Craven Herald website and also Stray FM and Drystone Radio, LC agreed to action this • Bunting – does anyone have some already? 	LC – add Fair to event databases on local media websites All – Bunting
b)	Number of stalls/activities/layout <ul style="list-style-type: none"> • General discussion about the number and types of stalls we will have. Confirmed food and drink stalls and activities we will have. JB confirmed the school can order and store food and we will pay them back. JB we already have £20 Morrisons voucher - RK will request further donations from local supermarkets before we confirm the order • RK – parent Tracey Heaps (TH) has asked about bringing her craft stall ‘Handmade in Haworth’ to the Fair. All agreed this would be a nice addition as she is a parent of a Yr7 – agreed to charging her £10 and can we request she donates a raffle prize – RK will contact her • Raffle Prizes – some donations already received, more needed 	RK – email the allocation of roles form to CK RK – contact supermarkets for donations/vouchers towards food RK – ask for raffle prize from TH and confirm £10 charge Email to parents requesting raffle prizes
c)	Allocation of Roles <ul style="list-style-type: none"> • Discussion re a request to parents to pledge their skills or access to resources, not just for the Fair but for future events – CK agreed to word a request to parents to be emailed and to be responsible for recording the information collected • The group began to fill out the ‘Allocation of Roles’ form in order to pinpoint what will be required for this event and to confirm the stalls/activities (see attached) – CK agreed to be responsible for this • Students have done henna and nail painting before – JP will ask them if they will do the Fair • Filled Jam jars – ask the students 	CK – email to parents (via SB?) re skills/resources and begin database JP – ask students if they can do nail painting, henna and filled jars

d)	<p>Layout of Stalls / Set up</p> <ul style="list-style-type: none"> • Discussion about best place for stalls (see attached) • JP agreed we could set up Friday evening as the school is open until 9pm • JP confirmed we will use the gym if it is wet 	
6.	<p>Presence of Friends at evening events and other ideas</p> <ul style="list-style-type: none"> • SR stressed the need to think beyond the Fair – what sort of parent/student/family events would be suitable – GS said she could ask on the FB page • Next evening event is the 15th June – Nina and LC will be there to promote Friends • 30th June year 7 parent evening – good chance to promote Friends and the Fair. CK will create a ‘jobs’ form for parents to fill in • Discussion of presence at the Race night in September – could do food? Pie and peas, bar? – to be discussed further • Other ideas discussed such as Race Night – LC had been to one and said they are good fun • JP – Can SR speak at a gathering? To be discussed further! 	<p>GS – post on FB to ask what events parents would like to see</p> <p>CK – Fair ‘Jobs’ form for parents evening</p>
7.	<p>Registration of PTA and official requirements</p> <ul style="list-style-type: none"> • SR and JB have spoken and officially registered and paid the fee • JB can add the committee members – RK will email the addresses • Discussion on whether we need advanced DRB checks – concluded not for now as we are not in direct contact with the students 	<p>RK – email JB with committee contact details</p>
8.	<p>Bank Account</p> <ul style="list-style-type: none"> • JB and SR poke about Barclays - TBC 	
8.	<p>Next Meeting – 27th June 6.30pm. Location TBA Meeting closed 7.45pm</p>	