

FRIENDS OF SGHS

Minutes

Date: 17.10.16

Time: 6.30pm

Venue: Library

Present: Catherine Kemp (CK) Vice Chair, Rachel Knight (RK), Gina Sedgwick (GS), Steve Rose (SR) Chair, Helen Smith (HS), Sarah Kirwin (SC) Marione, David Whitfield (DW), Jennifer Smith (JS), Jennifer Plews (JP)

ITEM	SUBJECT	ACTION
1a)	<p>Apologies</p> <p>Martin Askew and Caroline Batson</p>	
b)	<p>SR welcomed new parents Marione and Jennifer</p>	
2	<p>Feedback from Race Night</p> <ul style="list-style-type: none"> RK – successful night in terms of fun, food went down well and new parents were made aware of Friends. We took £249 but £161 went to Catering Academy. Not sure what the breakdown of those costs are – possibly using the drinks machine for tea and coffee. All agreed this was a bigger than expected expenditure . We need to be aware of costs before an event so we can price accordingly or make other arrangements. A further £43 was made selling left over cakes in school so total raised was £131. <p>Feedback from Meet the Tutor</p> <ul style="list-style-type: none"> CV – CV was there early to set up but didn't know where anything was so time was spent chasing equipment. Only Marione to help and she had to leave to see tutor. Clearer signage needed to say we are raising funds for Friends plus price list. Nice to meet and chat to parents. Not sure how much we took – need to check with JB, RK will email All agreed it is early days for us and we are learning from every event we do! 	<p>RK – contact JB re takings</p>
3	<p>Friends Stock Take and Storage</p> <ul style="list-style-type: none"> All agreed we could do with a central cupboard and need to check what Friends have in terms of 'stock'. AW will see if she can locate a spare cupboard GB will post to FB to see if anyone can donate non perishables and DW will ask at Wright Wines for donations of wine 	<p>AW – locate cupboard for Friends use</p> <p>GB - post to FB asking for donation of non perishables</p> <p>DW – speak to Wright wine</p>

4	<p>Tea Time Concert 20th October 5.30pm to 7pm Café Quad</p> <ul style="list-style-type: none"> DW will be there at 5pm, RK will join at 5.30. Just tea and coffee and cordial. AW will check what we already have in stock, SK agreed to shop and drop off extra items on Thursday afternoon 	<p>AW and SK to liase re shopping requirements</p>
5	<p>Town Hall Charity Café 29th October</p> <ul style="list-style-type: none"> CK – Rota around 5 or 6 per hour volunteered, may need more. CV has sent paperwork from previous Ermysteds café at the town hall to help us. She advised more helpers to set up and tidy at end – AW volunteered to be there 8am with CK and SR Food Shopping – shopping list compiled with help from information CV provided – RK will order Tesco Click and Collect for CK to collect Friday 28th 4pm. RK will order pies from Drake and Macefields for collection on the Saturday morning. AW will order bacon form her brother. CK will make soup Cakes – Charlotte, head of food tech will make cakes and sandwich fillings on Friday 28th Octber along with teachers. RK will email JB/AW with requirements. Charlotte will pay for ingredients and we will reimburse her. Table Cloths and disposables – RK will order disposables as needed. CV said decorating the tables with tablecloth or flowers looked nice. Agreed we should order some eventually but keep this one simple for now Menu – All discussed menu and prices – RK will print some to give to CK before the day Posters/Signage/Flyers – AW had brought posters to be used on the day – all liked Dan's design. Posters had been distributed around the school and further afield by teachers. Discussion re banners and flyers. Could some of the students meet the buses with flyers on the Saturday morning? All agreed publicity important including encouraging the girls to come along – it is for them after all. RK will print arrows for the day as it is not always clear where the café is from the front of the Town hall. Could we have a display showing where the money raised will be spent? – AW will see if she can find plans for the library Communications – last plea for help before half term plus info for dropping cakes. Can we use 	<p>RK – order pies and Tesco shop</p> <p>AW – order bacon</p> <p>RK – contact JB and AW re requirements for cakes and sandwich ingredients.</p> <p>RK – menus</p> <p>RK – arrow signs</p> <p>AW – plans of the library for display at the cafe</p> <p>AW – last plea to parents for help and cakes before half term</p>

	parent pay as a form of communication – AW will look into this	
6	<p>Other Events</p> <p>Winter Concert</p> <ul style="list-style-type: none"> • The Music Academy has always catered the Winter Concert and wish to continue doing this. • After discussion all decided it is too late to plan another event before Christmas and decided just a Christmas raffle would be a nice idea. CV has a hamper we can use for display. All present will bring a donation for the next meeting <p>Race Night</p> <ul style="list-style-type: none"> • Let's confirm a date – RK will email Louise Cairns to confirm and book <p>Friends Social</p> <ul style="list-style-type: none"> • SR suggested casual drink before Christmas – all welcome. All liked this idea – TBA! 	<p>All – Christmas hamper donations</p> <p>RK – ask Louise Cairns to confirm booking for Race night – probably Feb 2017</p>
7	<p>Spending Ideas</p> <ul style="list-style-type: none"> • Rebecca Lofthouse wants to talk to us about Computer Science Robotic Kits – we will invite her to the next meeting 	<p>AW/ JP – invite Rebecca to next meeting</p>
8	<p>AOB –</p> <ul style="list-style-type: none"> • We now have bank account fully up and running – RK will speak to JB about transferring funds • SR – will contact JB about charity status 	<p>RK – speak to JB about transferring funds</p>
9.	<p>Next Meeting – 14th November 6.30pm Library</p> <p>Meeting closed 8pm</p>	