

# FRIENDS OF SGHS

## Minutes

**Date:** 02.02.17

**Time:** 6.30pm

**Venue:** Library

**Present:** Rachel Knight (RK), Steven Rose (SR - Chair), Catherine Kemp (CK - Vice Chair), Joanne Busfield (JB), Chloe Vereker (CV), Caroline Batson (CB), Jenn Plews (JP), Louise Cairns (LC)

ITEM	SUBJECT	ACTION
1	<p><b>Apologies</b></p> <p>David Whitfield, Andrea Wade, Gina Benson</p>	
2	<p><b>Minutes and matter arising</b></p> <ul style="list-style-type: none"> <li>DW has emailed prices for wine from Wright wines Chilean Sauvignon Blanc £5.00, Chilean Merlot £5.00, Prosecco Spumante £7.00 sale or return</li> <li>RK - TENS has been received</li> <li>JB has spoken to Leslie Stott who is going to get back to her contact at Barclays</li> <li>JB handed over extra raffle money of around £67</li> <li>Hamper has been located and will be returned so we can use it for future raffle displays</li> <li>CK – sealed buckets are £10 each so propose we use normal bucket containers with lids and seal them with ties. All agreed this would feel more secure when handling and transporting cash.</li> <li>JB – 23 tickets sold so far (discussed further in 8.)</li> <li>JB – Yes we can use kitchen equipment as required for Race.</li> </ul>	<p><b>JB – Barclays match funding news from Leslie?</b></p> <p><b>JB – talk to Art teacher re her thoughts on a fund raising art exhibition (this is an outstanding action from the meeting of 09.01.17)</b></p> <p><b>Buy buckets?</b></p>
3	<p><b>Outstanding Money from Town Hall</b></p> <ul style="list-style-type: none"> <li>£48.68 handed to RK from SR for the remaining takings from the cafe.</li> </ul>	
4	<p><b>Town Hall café summary</b></p> <ul style="list-style-type: none"> <li>Takings of £668.68 were down on previous café where we took £929.70</li> <li>Also no income from the stalls this time. The system has changed at the town hall now so charities will just be able to hire the kitchen and annexe and not get cash from the stallholders – this is a shame as it means we get less and profits are affected.</li> <li>Agreement that the very cold weather, time of year and building work on the front of the Town Hall meant that footfall was down from the last café in October</li> <li>Fewer volunteers this time which in some ways was better but meant the busy period from 1pm was</li> </ul>	

	very hectic. Great to see members of the school staff there too.	
5	<p><b>Treasurer's report - RK</b></p> <ul style="list-style-type: none"> <li>• See attached sheet. Currently £3404.75 in the bank. This includes contribution from the Governors which was to help with the Barclays match funding. To be returned once this is confirmed.</li> <li>• Profit from events £2897.51 since our first event last July. JP - we should be very proud!</li> <li>• Treasurer's report will be included in all future meetings so that we are all up to date.</li> </ul>	
6	<p><b>Easter Fund Raising Ideas</b></p> <ul style="list-style-type: none"> <li>• Raffle to be drawn 4th April at the Yr 8 options evening – all present to bring something for a Spring Hamper next meeting</li> </ul>	<b>ALL – spring hamper donations to next meeting</b>
7	<p><b>Communications and publicity – ideas to improve</b></p> <ul style="list-style-type: none"> <li>• Long discussion about how to promote Friends better</li> <li>• JP – Friends are the first time the school has had a PTA for a long time, it needs to become part of the culture</li> <li>• Best time to engage new members is when the girls are starting in Yr7 or before when parents are more inclined to want to contribute and meet other parents</li> <li>• When the first call for Friends went out last year a lot of parents came to the meeting and haven't been seen since – do we have a contact list to try and engage them again? JP yes we will find this and send it on to RK</li> <li>• Raise awareness of Friends early at events such as the Yr 6 open evening and transition day – JP always speaks so this could be followed with a talk from Friends with photos projected</li> <li>• Sign up sheets and refreshments at as many events as possible</li> <li>• Yr 8 options evening after transition day we will include a free glass of wine and cheese in the Studio as a social to the Friends (donations accepted!). Include sign up sheets and put names into a draw for a prize. We will make this very informal and welcoming – maybe music? Would Eco group like to be involved?</li> <li>• Presence at Women in Engineering event 23/6/17? With Lego Robotics brought in as well?</li> <li>• All agreed promoting events well in advance is key – RK will draw up a list for all to agree on and then we can ask Dan to promote this on the website</li> </ul>	<p><b>JP – send contact list from initial Friends meeting last year to RK</b></p> <p><b>ALL – take photos at events and collate for a montage or send to JP if we already have them</b></p> <p><b>DW – ask Wright wines for a donation of wine</b></p> <p><b>JP – ask students if they would like to play music at options night social</b></p> <p><b>RK – List of upcoming events</b></p> <p><b>CV – track down parent who offered help with communications and promotions</b></p>

	<ul style="list-style-type: none"> <li>Someone solely responsible just for communications may be helpful. We had an email from a parent early on who offered. She had not replied to CK's email. CV will try and chase her up</li> <li>Printed material can be more useful than emails in some instances. The school is trying to cut down on paper but JP agreed sometimes flyers would be helpful or a 'dates for your diary'</li> <li>Can we promote more to groups that use the school but don't have girls here e.g. Groups such as the choir that use the Studio?</li> <li>CV and CB said that Ermysteds PTA had suggested a joint event – all agreed this was a good idea – maybe fashion show? local band?</li> <li>CV will contact Tesco about more bag packs – JP will promote helping to the students as a mandatory charity contribution</li> </ul>	<p><b>CV and CB speak to Ermysteds re joint event</b></p> <p><b>CV – contact Tesco re bag pack</b></p> <p><b>All – further discussion at next meeting re Yr 6 induction evening, 26th June engineering event including lego robotics? and Yr 8 options</b></p> <p><b>RK – calendar of events</b></p>
8.	<p><b>Race Night</b></p> <ul style="list-style-type: none"> <li>Only 23 tickets sold so far – ideas to improve this discussed and lead to actions</li> <li>Roles on the night will be:</li> <li>LC and SB husbands as touts</li> <li>Bar – LC and SB plus meet and greet and SR</li> <li>Food RK,CK,CB, CV (also ticket holder)</li> <li>DW to organise wine on sale or return basis</li> <li>LC organise soft drinks, beer, tortilla chips and sour cream</li> <li>CV – chilli and guacomole</li> <li>RK – veg chilli, grated cheese, napkins and potatoes</li> </ul>	<p><b>JP – contact Craven Herald to advertise Race night</b></p> <p><b>RK – email previous supporters to encourage them to book (and for help on the night)</b></p> <p><b>CV – poster/flyers round Skipton</b></p>
9.	<p><b>Next Meeting – 27th Feb 6.30pm library</b>  <b>Meeting closed 8.30pm</b></p>	