

# FRIENDS OF SGHS MINUTES OF MEETING

**Date:** 3<sup>rd</sup> February 2020

**Time:** 6.00pm

**Venue:** Library

**Present:** Steve Rose (SR), Chloe Vereker (CV), Dawn Rollins (DR), David Whitfield (DW), Joanne Busfield (JB), Helen Smith (HS), Maggie Kemp (MK), Georgina Hughes (GH).

	SUBJECT	ACTION
1	<b>Apologies:</b> Matt Willis (MW), Katie Birks (KB), Emma Wood (EW), Nicola Midgley (NM), Duncan Faulkner (DF), Suzanne Jeannes (SJ), Julie Egan Halleswell (JE)	
2	<b>Funding requests</b> Full set of new stage curtains have been supplied and fitted. Official unveiling will take place at the school performances 26-28 March 2020. Three Water Fountains to be installed in: Café Quad, Hall and Stem building by end of half term holiday. JB has commenced the application process 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 (funding request form received - £1,295), Picture frames x 30 (Art Dept) (funding request form needed), Replacement gym equipment – cycling, step, rowing machines (funding request form needed).	<b>JB to liaise with school depts to ensure that funding request forms are completed and submitted to Friends</b>
2	<b>Curry and Quiz – Fri 7 Feb 2020. 7pm School Hall</b> Quiz to be led by Maths Dept (Georgina Hughes). Georgina to organise necessary IT. Other Maths staff to assist with quiz. Georgina to organise the printing of question and answer sheets, Joker cards, etc. Approx. 70 tickets sold so far. Friends' volunteers to arrive at 5/5.30pm for table set up, crockery & cutlery, glasses, welcome table and bar set up. All curry food being donated by Shaeena Shan (parent).	<b>CV/JB to liaise with Shaeena on food &amp; delivery</b>  <b>EW to organise money floats for hamper and bar</b>  <b>DW – organise bowls on tables</b>  <b>DW – to bring 150 club membership</b>

<p>Food served at around 8.15-8.30pm, buffet style at the back of the hall. JB to organise for the heating of about 10 litres of water for food heaters.</p> <p><b>Menu</b> as follows:</p> <p>Chicken &amp; Veg Curry, Pilau/boiled rice and Naan, Salad and Yogurt</p> <p>Sauce. Starters of fish masala, chicken drumsticks &amp; veg pakora.</p> <p>CV to purchase/make nibbles for tables (poppadums, riata and chutney – CV) 200 Napkins – NM to purchase and bring gin measure, 30-40 pens – DR to organise. CV to bring bottle openers!</p> <p>DW – to purchase Prosecco, white wine (only) and 2 bottles of gin plus 5 bottles of tonic, ice and lemons.</p> <p>SR- to purchase additional lager. DW mentioned that a parent will donate a crate of Hetton Pale Ale for this event.</p> <p>DW – will encourage promotion of 150 club at event and also run the money spinner 'Heads &amp; Tails' just before the quiz reconvenes after supper.</p> <p>KB – Some meal vouchers (as quiz prizes), have been obtained from some of the Skipton curry restaurants.</p> <p>Friends card reader is at the SGHS reception ahead of event so that people can buy tickets at school reception using credit/debit cards. Card reader to be returned to Friends just ahead of the event for use at the bar.</p> <p>Maximum 120 people can purchase tickets at £10 pp. Over 16's only. Final purchase day for tickets is Wed Feb 5<sup>th</sup> (to encourage early sales and clear numbers).</p> <p>Four Year 12 volunteers will help with the running of event. Donation to be made to the current school charity for this assistance.</p> <p>Current helpers from 5pm set up until 10pm close down – SR, CV, DW, DR, MW, HS, NM, EW. More offers of help would be</p>	<p><b>forms to event</b></p> <p><b>EW to keep track of all ticket sales via Parentpay and to give Friends final ticket list</b></p>
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	<p>welcome.</p> <p><b>Approx schedule:</b></p> <p>7-7.30 arrival and welcome</p> <p>7.30 -8.15 Quiz (4-5 rounds)</p> <p>8.15-9.00 Supper</p> <p>9.00 Quiz recommences (Heads &amp; Tails + 3-4 rounds)</p> <p>9.45-10.00 Quiz winners rewarded</p> <p>10.00 Clean up</p>	<p><b>EW to make £150 donation to school charity after event</b></p>
<b>3</b>	<p><b>Mother's Day Market – Thursday March 19<sup>th</sup> &amp; Friday 20<sup>th</sup></b></p> <p>Stalls in Café Quad foyer, morning break (10.30-11am approx.) and lunchtimes (12-1pm) Thu 19<sup>th</sup> &amp; Fri 20<sup>th</sup> 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.</p> <p>Helpers so far:</p> <p><b>Thursday 19<sup>th</sup></b> - lunch and break: CV &amp; EW (more needed)</p> <p><b>Friday 20<sup>th</sup></b> - lunch &amp; break: NW, DR &amp; Sarah Whitfield.</p>	<p><b>CV to work with Dan/school to get promotional flyer out to the parent community via PP message and Facebook.</b></p> <p><b>CV to get messages out to parents requesting homemade gift donations</b></p> <p><b>CV to set up stalls w/signage</b></p> <p><b>EW to prepare float</b></p>
<b>4</b>	<p><b>School Performance – Romeo and Juliet (26-28 March)</b></p> <p>Friends to support the school performances on 3 consecutive nights by the provision of a cash/card bar each night. 7pm production start. Drinks available from 6.30pm</p> <p>Friends to purchase drinks (wine/beer/gin/juice/etc.) and ice creams to serve before performance and at the interval (around 7.45-8.15pm) each night.</p> <p>Helpers needed each night (to set up, sell, wash up and pack up). Bespoke tickets for Friends Easter Prize Draw to be sold at this event.</p>	<p><b>CV to organise promotion of Prize Draw and production of flyer with Dan</b></p> <p><b>DW to organise printing of prize draw tickets</b></p> <p><b>CV to work on promo flyer with Dan nearer the time</b></p>
<b>5</b>	<p><b>150 Club</b></p> <p>DW reported that due to current 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.</p>	<p><b>EW to make payments to December 2019 draw winners</b></p>

<p>Now need extra push for payment renewals and new members ASAP through emails, events, etc. Incentivise by offer of prize for a lucky winner and/or offer a one year 150 club membership as a prize at a forthcoming event. Delayed Dec 2019 winners draw made – 1<sup>st</sup>: 8, 2<sup>nd</sup>: 123, 3<sup>rd</sup>: 120.</p> <p>CV has updated the Friends 150 board with current membership numbers.</p> <p>Currently about 67 numbers sold for 2020 calendar year. Aim to increase membership over next month, with Jan &amp; Feb 2020 draws to take place in March, once more numbers have been sold.</p>	<p><b>DW to finalise 150 club membership list and share with Friends group.</b></p>
<p><b>Easter Prize Draw</b> will be organised this year. Draw date: Wed 1 April 2020. DW to arrange for tickets to be printed. Will include an Easter Hamper and other prizes. Advance sales options to be organised (via PP &amp; at events TBC). Prize donations to be requested.</p> <p>Friends, hopefully with assistance from school (staff and students), will need to source attractive prizes: e.g. restaurant vouchers, spa days, holiday vouchers for this bespoke Prize Draw, etc.</p> <p>Friends to bring items for the Easter Hamper to bring to next meeting.</p> <p><b>Spring Ceilidh</b> – A discussion took place on our target audience for this type of event (whether it is open to whole family or just to older children and adults). Typical cost of a Ceilidh band is £250-£300. If the latter, then the ticket price would be £16 each (based on about 70 attendees). However, due the number of funding raising events already scheduled for the remainder of this academic year a decision has been taken to postpone any Ceilidh until the Autumn 2020 at the earliest.</p> <p><b>Summer Celebration</b> Tuesday 7th July 6pm.</p> <p><b>FUTURE EVENTS:</b></p> <p><b>Yr 7 and Yr 8 Disco</b> This event is still a possible one for the future. 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.</p>	<p><b>CV to work with Dan/school to get promotional flyer out to the parent community via PP message and Facebook. CV to get messages out to parents requesting gift donations</b></p> <p><b>EW to prepare float for Mothers Day stalls</b></p> <p><b>CV to get banner updated for Summer Celebration CV to work with Dan on promo nearer the time</b></p>

	<b>Next Meeting: Mon 24 Feb, 6pm, School Library.</b>	<b>All welcome</b>
	<p><b>AOB</b></p> <p>NM has decided not to take up the job of checking the Friends of SGHS email Inbox for messages from parents, carers, etc. <b>We need a Friends parent to take up this important communications role.</b></p> <p>CV to do post Quiz drink stock and circulate</p>	