

Friends of Skipton Girls High School

Minutes of meeting held at 630pm on Monday 7th November

Present

Steve Rose (SR), David Whitfield (DW), Matt Willis (MW), Dawn Rollins (DR), Nic Midgley (NM), Kay Thompson-Barker (KTB)

Apologies

Alison Denney (AD), Duncan Faulkner (DF), Claire Cadman (CC), Emma Wood (EW), Joanne Busfield (JB), Jacqui Wallace (JW), Jenna Kent (JK)

| SUBJECT | ACTION |
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| 1. Bingo and Games Night 11th November 2022 | |
| Ticket sales 65 (50 on ParentPay and 15 on Friends website) as at Monday morning 7 TH November. School have sent final reminder with deadline to purchase tickets by end of Wednesday 9 th November. | SR to liaise with school and EW collate final tickets sales. DR will prepare tickets sales list so that we can check people in on arrival. |
| FOOD DR updated her spreadsheet detailing who will bring pasta bakes, salad and dessert tray bakes. Each item should provide 10 – 12 portions please. Food will be served approx 745pm, so collect pizza from Wildwood at 715pm | DR to check if we will have enough food once final ticket sales confirmed. NM to email Morrisons and Tesco to ask for donations of garlic bread and pizzas. DW will collect on Friday. ALL bringing food please bring a card sign detailing what it is and any allergens (see below for Food Standards Agency list of allergens). NO NUTS. KTB to confirm pizza collection time with Wildwood. DR to check with AD if we have any napkins and if the new table cloths will be ready. |
| DRINKS NM has provided soft drinks. A small top up of alcohol is required since we will be encouraging people to take cans/bottles. | DW to get 6 white 6 red bottles wine DW to donate his Brewdog collection! |

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| <p>We have missed the deadline to get a temporary licence to sell alcohol.</p> <p>It was agreed tea and coffee, soft and alcoholic drinks will be available free of charge, and people encouraged to make donations.</p> <p>We plan to compare the performance of the donation approach vs sales approach.</p> <p>A sign for donation bucket should include reference to a specific item we are fundraising for e.g. minibus. SR is meeting with Head Teacher Tuesday 8th November and will confirm whether minibus is still a priority, or whether we should focus on another meaningful item/target to encourage generous donations on the evening.</p> | <p>Tea and coffee – DR to check with AD if we have enough.</p> <p>KTB to prepare signs for donation buckets once fundraising ‘target’ confirmed by SR.</p> |
| <p>THE GAMES</p> <p>Stand up sit down bingo True or false Countdown Play your cards right</p> <p>745pm Food + construction competition (possibly newspaper tower or bridge)</p> <p>Blankety blank Heads and Tails Disco bingo Tie break</p> <p>It was agreed we will not have a raffle at this event.</p> | <p>DW and MW to finalise games.</p> <p>ALL let DW know if they have access to a lot of newspapers.</p> |
| <p>PRIZES</p> <p>Some prizes have already been donated by Friends, but we need more.</p> <p>If we are inundated with prizes we will use surplus in Xmas raffle.</p> | <p>DR email Head Teacher PA to request a whole school email asking parents to donate prizes.</p> |
| <p>SET UP</p> <p>Need to set up and test video and sound system. School laptop to access internet will be required.</p> <p>We will need the card machine for donations and a small amount of float for people wanting to make donations smaller than their smallest note.</p> | <p>DW to contact JB for assistance and will be at school from 4pm onwards to set up and test.</p> <p>EW to provide card machine and float.</p> |
| <p>REVIEW</p> <p>We will review event at our next meeting and collate a checklist for future events.</p> | <p>DW to compile draft checklist for review at next meeting.</p> |

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| 2. AOB | |
| <p>Fundraising events before Xmas</p> <p>Christmas concert We are not sure if the school Christmas Concert has been confirmed for 30 November and where it will be. We will have an Xmas stall – that night, and possibly the next day in school. We will organise this by email once date and venue confirmed.</p> <p>Christmas raffle We will need to collect more prizes. Please refer to/add to the prize donation spreadsheet here https://docs.google.com/spreadsheets/d/1lvVOOrPiuo62-RWFTTLtWfnoomP3V6G7cV_UC6gKQto/edit?usp=sharing</p> | <p>SR to check with Head Teacher when meet on 8th November.</p> <p>ALL to collect Xmas raffle prizes and update spreadsheet directly or email KTB.</p> |
| <p>Xmas social Wednesday 14 December 7pm– evening venue TBC</p> | |
| <p>Next meeting 5 December 2022 at 630pm in the School Library.</p> | |

Food Standards Agency. The 14 main allergens are:

- celery
- cereals containing gluten – including wheat (such as spelt and Khorasan), rye, barley and oats
- crustaceans – such as prawns, crabs and lobsters
- eggs
- fish
- lupin
- milk
- molluscs – such as mussels and oysters
- mustard
- tree nuts – including almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts
- peanuts
- sesame seeds
- soybeans
- sulphur dioxide and sulphites (if they are at a concentration of more than ten parts per million)