

FRIENDS OF SGHS

Minutes

Date: 14.11.16

Time: 6.30pm

Venue: Library

Present: Steve Rose (SR Chair) ,Rachel Knight (RK), Gina Sedgwick (GS), Helen Smith (HS), David Whitfield (DW), Joanne Busfield (JB), Chloe Vereker (CV), Louise Cairns (LC)

ITEM	SUBJECT	ACTION
1	<p>Apologies</p> <p>Catherine Kemp, Sarah Kirwin, Jennifer Smith</p>	
2	<p>Christmas Hamper Donations</p> <ul style="list-style-type: none"> • CV brought in a large hamper and various gifts were donated • It was decided to ask if Sally would be decorate the hamper and display it in reception • After general discussion regarding the legalities of selling raffle tickets (do we need a licence? Have we got one already? – to check) It was decided to sell tickets round the form rooms direct to students. RK will buy tickets. Picture of hamper on website, email to parents regarding tickets. • £1 a strip agreed 	<p>RK – buy raffle tickets and take into school</p> <p>RK – check on gambling/lotteries licence</p>
3	<p>Feedback from Charity Cafe</p> <ul style="list-style-type: none"> • All agreed there was a lovely atmosphere and it was a fun day with lots of helpers • The money from the stall holders paid for the booking fee plus a further £70 • Perhaps need to allocate specific jobs and be clearer on hygiene and health and safety rules – e.g. what temp should pies be heated to? Temperature probe needed. • Flyers were handed out to the coaches arriving in the car park by students and this worked really well. • The soup went down better than expected and sold out, not so many pies as thought sold • More help needed at the end of the day to pack away • Whole cakes sold well in last hour • Left over cakes make a further £27 at school on the Monday 	

	<ul style="list-style-type: none"> • A total profit of around £791 made • GS brought in a further £10 donation from her Mum - £801 profit! • CV suggested a thank you letter to Jean Done for putting us forward for the event and organising the stalls - agreed 	RK – send thank you letter to Jean Done
4	Has everyone been paid from the café? <ul style="list-style-type: none"> • CK had cash from CK to give to SR • JB will ask AW if she has been paid for the bacon 	JB – ask AW if she has been paid for bacon
5	Future Bookings at the Town Hall <ul style="list-style-type: none"> • RK confirmed the 2 bookings for 21st Jan and 15th October and explained these are just for the kitchen and annexe so we won't get money from the stall bookings. Because of this it is unlikely to be quite as profitable but all agreed they were still worth doing. 	
6	Banking – Match Funding <ul style="list-style-type: none"> • JB handed over all banking to RK including cheque book and card machine for online banking. • The profits so far have been banked giving a current balance in the account of £3292 with all except one bill paid – RK will pay this. • We had said £5k for the library so not far to go • Match funding – no one sure how this works. RK will ring Tracey Williams at Barclays to find out 	RK – ring Barclays re match funding
7	Eco Committe <ul style="list-style-type: none"> • Not able to come to this meeting but JB reported they are looking for parent's help with the project rather than a monetary donation – they will try and come to the next meeting 	JB – invite to next meeting
8.	Race Night 10th Feb <ul style="list-style-type: none"> • LC talked through how the night works and what she would recommend for us with it being our first one • To be held in the Studio – 10 tables of 8 • LC husband has been volunteered to be the tout • 8 races – can we get sponsors for each race? Worth asking parents who have businesses - £20 per race. • Catering – after discussion we decided chilli and jacket potatoes served at each table would be an easy way to cater. CV suggested we all make a batch which would save us money – all agreed • Bar –keep it simple, perhaps table service. DW will talk to Wright wines about sale or return on wine. Do we need an alcohol licence? RK will check • Tickets and Pricing – much discussion ending in 	DW – ask Wright Wines re sale or return on wine RK – find out about alcohol licence LC and JB posters before Christmas – tickets on parent pay?

	<p>£10 ticket price agreed to include food and 8 race slips</p> <ul style="list-style-type: none"> • Raffle – LC recommends this is a good idea – TBA • Advertising – LC will liase with Dan and JB re posters – try and get them done on by Xmas – tickets on parent pay? 	
9.	<p>Tesco Bag Pack (extra item added to agenda)</p> <ul style="list-style-type: none"> • CV has a bag pack she can book at Tescos on 27th November – all agreed this was a good idea needs organising 	CV and JB to liase re Tesco bag pack
8	<p>AOB –</p> <ul style="list-style-type: none"> • Pre Chrstimas social decided on 14th December at the Narrow Boat 7pm • Friends cupboard – we have one on the stage in the main school hall – could do with a sort through – tba • GS had looked at Just Giving page and seen SGHS Friends account – can we get details for this and use it again – RK will look 	RK – check if we are registered on Just Giving or similar
9.	<p>Next Meeting – 9th January 2017 Meeting closed 8pm</p>	