FRIENDS OF SGHS

Minutes

Date: 11.05.16 **Time:** 7.00pm **Venue:** R4

Present: Jennifer Plews (JP), Rachel Knight (RK), Gina Sedgwick (GS), Steve Rose (SR),

Louise Cairns (LC), Helen Smith (HS), Sally Canny (SC) Lesley Stott (LS)

ITEM	SUBJECT	ACTION
1	Apologies David Whitfield, Nina Rose, Sarah Kerwin, Liz Wolstenholme, Joanne Busfield (JB), Gill Fisher, Andrea Wade	
2	Minutes of previous meeting 04/05/2016: Accepted Matters Arising: Still committee roles to elect	
3	 Vice Chair - Catherine Kemp has come forward since the last meeting and is accepted as Vice Chair Treasurer and Secretary - RK agreed to take on both roles for the time being with a view to separating the role in September when we will have new year 7 parents Chair - LC and SR agreed to share the role, to be looked at again in September 	
4	 FB group page set up 'Friends of SGHS' as a closed group. JP expressed some concerns regarding FB due to problems in the past so all agreed must be secure. GS will check member requests with Sally Evans before they are accepted. GS requested another administrator as she may not have the time to check the page regularly Digital copies of the Friends Logo and Summer Fair flyer to be sent to GS for publication on the FB page Also discussed other methods of communicating 	JP - E-mail to parents notifying them of FB page details SR/LC - add request for administrator to next agenda JP - digital copies of Friends logo and Fair flyer to GS JP - Ask Dan to put a 'Friends' button on the school website with

	the Friends activities, e.g. Via Parent Pay, Twitter and website. All agreed the first thing would be to get link on the website	links to the FB page and an events calendar
5	Summer Fair	
a)	Flyer /advert	
	 JP passed around the flyer designed by Dan Fitchie (DF) – all very happy with this, it is colourful and clear. Members took copies for display in their local area. Discussed laminating some to make bunting to hang outside the school in lieu of a banner Fair will also be advertised on website, FB, Twitter and email 	JP – ask DF to circulate Fair flyer on digital media
b)	Allocation of Roles	
	 JP passed around an 'Allocation of Roles' form for jobs at the Fair. Students have been approached for their contributions and we will firm up details at the next meeting 	RK - bring copy of Allocation of Roles form to next meeting
c)	Further Planning	
	 Email to parents requesting help for the Fair in whatever form they can – in particular we would like to serve hot dogs/ burgers, strawberries and cream, ice creams and Pimms on the day – does anyone have links to a business that would be willing to donate any of these items? LC has sourced 'stocks' for Soak the Teacher Discussed advertising the event to the wider community via flyers and bunting at the front of the school If it is raining on the day JP confirmed we can move the event inside otherwise it will be outside on the quad Money collected on the day – can this be kept in the school? JP will check the school insurance JP to organise ID badges with Friends of SGHS on and yellow/green lanyard to be worn with it. 20 ID badges to be made in the first instance Meeting arranged to discuss the Fair 23rd May – invite all parents who have previously attended a Friends meeting 	JP – Email to parents regarding the Fair – Can they help on the day or donate food, drink, prizes? What are parents' skills and networks that may be of help making this a successful first event for us? Tombola and raffle donations. Invitation to the meeting on Monday 23rd May JP – check school insurance regarding leaving cash on the premises after the Fair JP – order 20 badges and lanyards
	AOB - other discussion outside the Agenda included:	
	Official requirements for Friends	

- General discussion regarding the setting up of the group. All on the committee have some experience of the PTA in the past. The PTA website is helpful. We will need to register and get insurance. SR agreed to meet with Joanne Busfield to organise formal registration of the group
- JP expressed her hope that Friends will be led by the parents but that teachers are keen to help with advice and be hands on when required – all want the group to be a success

SR – arrange meeting with JB to discuss formal registration of Friends

Spending of Money raised

- LC asked about the committee deciding on a statement/mission statement to help clarify why funds were being raised. Based around the idea of enhancing learning opportunities and the school environment, encouraging equality, inclusivity, diversity and access. This to be looked at further at the next meeting.
- JP discussed gardening project that was being currently considered

LC/SR - include mission statement on next agenda

Finances

- JP agreed that the school would help with a small loan to fund our first event – JB can help with details
- We will need to set up a bank account many committee members bank with Barclays so this may be considered following registration on the PTA website
- RK will run accounts via an MS Excel spreadsheet.
 Accounts will need to be audited and presented to the governors annually

SR/LC - add discussion with JB to next agenda and setting up of bank account

Building awareness of Friends

- JP to ask DF to design a pull up banner with a view to ordering ASAP; ideally ready for use at the Year 6 Parents Evening on 30th June. Design to be sent to committee for approval
- Active presence at events can start with the parents evening on 30th June and it is proposed to have a table with sign up sheet and flyers for the Fair

JP – ask DF to design pull up banner and send to committee for approval

6. Next Meeting – 23rd may 6.30. Location TBA but probably Business centre. Meeting closed 8.10 pm