



Minutes of The Friends' meeting held at 7pm on the 19th January 2017

Venue: The Park Tavern pub

Present: Chair – Angela Parry (AP), Rhona Pryor(RP), Lucy Ward-Smith (LWS), Elaine Ewin (EE), Claire Luxa (CL), Jenny Chetwynd(JC), Monica Lara(ML), Carlos Garcia (CG),

Apologies: Alice Morgan, Fiona Downes, Simon Price, Rebecca Gregg, Ann Cody, Nick Gadd, Laura Gadd, Natalia Sukhan,

1. Monica Lara a new parent to the school was welcomed to the Friends by AP.

2. The minutes from the meeting held on the 7th November were agreed.

3. **Quiz Planning**

i. LWS has created a ticket order form to be sent to all parents via school email this week.

ii. Historically the number per quiz team has been set at maximum of 8. A number of people have commented that they felt this was too restrictive, it was decided to increase to maximum of 10 and be flexible within reason to table number requests.

Action: LWS to amend ticket form.

iii. Last year the new year7 parents were encouraged to come and guaranteed to be put on table with other year7 parents. This worked well, EE as a year 7 parent herself volunteered to help drum up support.

Action: EE to encourage year 7 parents to attend.

iv. Food – Chilli, baked potato, salad and coleslaw has worked well in the past. AP suggested as in the past we ask for volunteers to cook the chilli thus saving on the cost of a caterer. It was felt that in the past year the number of parents volunteering to help has dramatically decreased and for this event at least this was not an option.

Nuki the school caterer to be asked for a quote with and without dessert.

For nearly all the past events brownies have been the dessert everyone agreed it was time for a change. Suggestions included Lemon Drizzle cake, Rocky Road.

EE suggested a 'pudding auction'. Every table brings a pudding and during the break people bid for the one they would like to eat. Everyone thought this was a great idea and a good fundraiser but perhaps due to the time pressure of the quiz it would work better at another event

Nuki to be asked for dessert suggestion as part of one quote, JC to try a shop bought Lemon Drizzle cake and give feedback.

Action: AP to ask Nuki via Monica if he can cater for the quiz and to give quotes.

- v. The cutlery used at the disco was very poor quality, EE has a contact who may be able to provide better plastic cutlery free of charge.
Action: EE to ask contact
- vi. Raffle – cash prize, Heads and Tails winner – Champagne.
- vii. Sponsorship – Haart have sponsored for the previous 2 years, RP to ask if they would like to sponsor again.
Simon Price has volunteered to ask other potential sponsors if Haart say no and also to start asking for Summer Fete sponsorship.
Action: RP to ask Haart,
AP to ask Simon Price if he is still happy to help with sponsorship
- viii. Quiz masters – JC representing the winning team from last year informed the group that plans were underway. JC asked about timings, food to be served at 8pm, actual quiz needs to start at 8.30pm with dessert being put on the tables. A break for Heads and Tails, aim for finish time around 10.30 with the assumption it will probably over run.
JC asked about the sound system and projector. RP suggested talking to Steven Pryor who liaised with the school IT man last year. The sound was fine for asking questions but the sound for the music round was very poor.
- ix. Prize for winning the quiz – Saint Cecilia's quiz trophy and bottle of champagne.
Action: JC to find and bring trophy, LWS to buy champagne
- x. CL suggested that a number of parents do not seem to realise or have forgotten that these events are fundraisers for the benefit of their children. To help ticket sales and as a way of trying to improve support for the Friends more emphasis on the fundraising to be included on ticket forms, advertising etc.
Action: LWS to include on the ticket form.

- xi. Suggestion that a specific project be mentioned so parents have a better idea where the money goes, e.g. sports hall lighting project. AP felt this was something to be discussed at next meeting
- xii. Volunteers needed to serve food and run the bar. LWS has a list of people who have expressed an interest in helping at events. Everyone at the meeting offered to help where necessary. Rebecca Gregg and Lorraine March usually help if they are available. Action: send out volunteer request nearer the time of the quiz

4. A.O.B.

- i. EE said how much she enjoyed the disco and thanked all those involved in making it such a fun event. AP to confirm with Yulia the final profit so something can go on the Friends website
Action: AP to speak to Yulia, RP to send to Afua to put on website
- ii. Date for the summer fete has provisionally been set for the Saturday 1st July
Action: AP to confirm this date with the school.

Meeting end at 9pm

Date for next meeting 22nd February at The Earl Spencer, 7.30PM