



Minutes of The Friends' meeting held at 7.30pm on the 22<sup>nd</sup> February 2017  
Venue: The Earl Spencer pub

Present: Chair – Angela Parry (AP), Secretary - Rebecca Gregg (RG)  
Alexia Yuill (AY), Jenny Chetwynd (JC), Rhona Pryor(RP),  
Lucy Ward-Smith (LWS), Laura Newman (LN), Peter Arkell (PA),  
Gemma Brennan (GB),

Apologies: Clare Paddi – Salters, Fiona Downes, Nick Gadd, Monica Lara,  
Alexandra Castellanos,

1. The minutes from the meeting held on the 19<sup>th</sup> January were agreed.

## 2. **Quiz Planning**

- i. Confirmed number of ticket sales to date is 96. The school have suggested asking the alumni.  
Action: LWS to ask Monica in the school office to email the ticket order form to them.
- ii. The menu has of baked potato/chilli/salad/coleslaw has been agreed with Nuki the school chef. Dessert is still to be decided. Members of the committee to meet with Nuki on 14<sup>th</sup> March to discuss use of kitchen and finalise dessert choice.
- iii. Stock check of alcohol and soft drinks needed  
Action: RG to do stocktake this week
- iv. Cutlery – AP confirmed that Elaine Ewins was able to get the better quality plastic cutlery donated and she has delivered it to school.  
Action: RG to confirm if cutlery is in the Friends cupboard when she does the stocktake
- v. Volunteers needed to help set up, run the bar, serve food and clear up. LWS has started emailing parents who had said they were willing to help at events. Volunteers so far:-  
Set up:- RP, AP,LWS.LN  
Bar:- before food still to be confirmed, after food RG and possibly Lorraine Marsh have volunteered  
Food service: RG, RP, possibly Lorraine Marsh  
Clear up: All??

- vi. Quiz masters – JC and AY representing the winning team from last year ran through the running order and timings of the quiz.  
Plan to finish eating and start the quiz by 8.30pm with a break around 9.30pm for heads and tails game. Quiz due to finish around 10.30/10.45pm.  
A member of the quiz team to come early and check on the set up and running of the projector and sound systems.  
JC thinks they will bring some portable speakers as a back up in case the sound is as bad as last year.
- vii. Prize for winning the quiz – Saint Cecilia’s quiz trophy and bottle of champagne.  
Losing team to get a wooden spoon each.  
Action: AY will bring trophy, LWS to buy champagne, JC to buy wooden spoons
- viii. Raffle – GB and Clair Luxa will be selling raffle tickets for a cash prize
- ix. Room lighting – judgement call on the night

### 3. **SUMMER FETE.**

- i. Provisional date of 1<sup>st</sup> July has still to be confirmed by school  
Action: AP to chase school for confirmation
- ii. Email, FB post request for help to be sent out after the quiz night.  
AP to possibly mention fair help during thank you speech at the quiz night.
- iii. Last years inflatable ‘Last Man Standing’ was a success all agreed it should be booked again once date for fair has been confirmed.  
Mr Gallagher knows the owner of the company and maybe able to negotiate a better price.  
Action: AP to ask Mr Gallagher if he would be willing to negotiate

### 4. **A.O.B.**

- 1. Ms Rushton has requested a one off payment of £2,470.00 to buy a training programme called ‘Let’s think in English’ . LWS read out the details of the programme and all agreed it was something that would be of benefit to all staff and pupils. However, as all the funding awarded in October has now been paid out there is not enough money in the bank account to cover this cost.  
Action: RP to email Ms Rushton and explain why she has been turned down

2. Pupil Support – funding awarded to this department by The Friends for workshops and external speakers to benefit students and parents. However, Mrs Gallagher has found this route to be very expensive and has asked if she can use the funding to increase her skills in the necessary areas. This would be more cost effective as she could implement the work shops herself and give training to staff. All agreed that this was a good idea.  
Action: AP to email and confirm with Mrs Gallagher
  
3. A Friends informal social evening was discussed. The previous one held in the Park Tavern was popular.  
Provisional date and venue of 20<sup>th</sup> April in The Park Tavern was decided.

Meeting end at 9.20pm

Date for next meeting 10<sup>th</sup> May at The Earl Spencer, 7.30PM