

Friends of Hollygirt Meeting Wednesday 6th October 2021

Attendees:

Claire Jones, Maddy Purchase, Casita Sumner-Williams, Jo Rutt, Sam Boswell, Michelle Loi, Claire Dunstan

Apologies:

Helen Barsham, Pooja Gadiha, Katherine Cashell, Lisa Mattison

1. Prize Giving

CJ and MP raised that there is not much time to organise a raffle for Prize Giving on the 13th of October. No prizes have yet been secured. Group agreed that while it is a good idea it is not feasible for this event due to the timeframe. We will look to organise this for next year's Prize Giving.

3. Christmas Cards

MP advised that the Christmas Cards are with teachers for pupils to complete. No further action is required.

CJ noted that she has looked for the FOH t-shirts but hasn't been able to find them. CJ will look into sourcing new t-shirts if they can't be located.

4. Neon Party

HN has the equipment required for the Neon Party, to be held on Friday 19th November for years 7-9. Group discussed ways to make the event profitable and agreed to charge a ticket price of £2 and to charge for refreshments, face painting and glow sticks.

Group agreed students likely to need some kind of snack at event. MP volunteered to buy chocolate, crisps, drinks e.g. J20 and sweets from Costco to be sold at the event. These will be available at the beginning of the event and during a break halfway through. Any surplus stock can be stored at school to be sold at future events.

CJ, MP, HN, CS, CD, ML volunteered for the event. CJ and CD volunteered to face paint at the event.

HN will look into the price of glow sticks to sell. She showed the group the reusable glow sticks she has used at similar events. Group agreed these would be a great addition to the event and can be used at future events. Cost is £3 per pair. Group agreed these would be given to students to use for the event and returned. CS raised whether we should charge for breakage. MP suggested that anyone using them inappropriately would have them confiscated. JR raised covid hygiene mitigations when handing back glow sticks. CJ suggested we use anti-bacterial wipes from school to wipe them as they are handed in and put into storage.

CJ will complete Event Planner form to notify facilities staff and arrange cash float. HN will amend a risk assessment from a similar event and send to HB to be signed off.

The next meeting will be held on Monday 1st November, 6.30-7.30pm, which will give enough time for further planning in advance of the event. Following the meeting CJ,MP,NH

will coordinate letter being sent out to parents on Tuesday 2nd November. Letter to include consent for face painting and outline that a small amount of change - maximum of £5 - should be brought to purchase refreshments etc.

5. AOB

CJ apologised that she's not yet collated responses from the Google Form circulated with the last meeting minutes and to set up the WhatsApp group. CJ to set up group as a priority.

CD asked for clarification over Prize Giving arrangements as she'd missed the earlier discussion. CJ explained the group has agreed to re-visit this for next year's event.

SB asked if any progress had been made on getting FOH members DBS checked to enable them to volunteer at school without supervision. JR raised that there may be delays in processing time. CJ will chase this with HB