

## **Friends of Hollygirt Meeting Monday 20th September 2021**

### **Attendees:**

Helen Barsham, Andrea Bamber, Maddy Purchase, Hannah Nissan, Claire Jones, Pooja Gadiha, Katherine Cashell, Lisa Mattison, Zhe Liang, Casita Sumner-Williams, Jo Rutt, Sam Boswell, Michelle Loi, Claire Dunstan

### **Apologies:**

Sonia McLeod

### **1. Welcome to new members**

### **2. Dissolution of committee and voting in the new committee**

The old committee disbanded. HB nominated PG as chair. Motion carried and PG voted in as chair. We require 3 signatories for banking, HB suggests herself PG and Treasurer. No volunteers at present for Treasurer - HB nominated her husband MB who will attend next meeting. CJ volunteered as secretary. HB will close the existing banking account and have the money transferred to a new account.

### **3. Second Hand Uniform Shop**

AP who formally lead on this has moved on from the school so a new volunteer to manage this is required. No volunteers to lead on this at present but CD can help on an ad hoc basis. Next steps - go through and see what is available. AB thanks to SB for coming in and spending a whole day organising it - it's in good shape.

### **4. Christmas Cards**

Caroline has organised this previously - children enjoy it and it makes money so it's a worthwhile activity. MP volunteered to organise this year's cards.

### **5. Prize Giving - 13th October**

HB sees Prize Giving as a good opportunity to raise funds, sign up members so would like FOH presence at the event and a raffle. Stall would require a couple of people to run from 6.30-7pm and 8.30-9pm. MP to ask juniors for raffle prizes. HB requests as many volunteers as possible, especially as parents arrive as there may be a rush. HB will confirm with FOH the time available to set up. PG, HN, CS and ML volunteered to help.

PG raised that t-shirts are required for volunteers and that there was stock left over which is stored at school. ML has T shirt. CJ to look for spares.

KC raised the need tickets, cash float etc. HB nominated MB to sort.

PG asked if FOH would speak at Prize Giving. HB wants to keep speeches to minimum so will include mention.

## **6. Fright Night**

Previously FOH has organised a Halloween Disco for years 7 & 8 inc. DJ, face painting, food etc. in senior school hall. HB noted on this occasion there's not enough time to organise and that this is something to revisit next year. LM and CS suggested an alternative, non-themed event in November.

Returning to second-hand uniform - CS asked how it works. AB - previously pop up shops have been held each term, donations requested washed and ready for sale, have generated good income for FOH. SB ran last sale - raised around £350.

CS asked if we should we have a short 'mission statement' for if new volunteers ask, what FOH is, the commitment required etc. HB to put it in the newsletter. PG to draft.

HB agrees on an alternative event for years 7 & 8. Will ask what they'd like.

## **7. Junior Disco**

PG - not sure when it was held previously, always a good turnout. HB - important to get a good balance of events across year groups. Happy to proceed but school calendar is very busy in run-up to Christmas. Could we postpone to March? MP - previously have done a movie night, well received and not as much effort. HB to look at the calendar and propose dates and ask students opinions.

HB proposed camping Saturday night. MP not keen. Perhaps an idea for the future.

## **8 -Tea towels**

Previously have been very successful. MP to find out more.

## **9. Future Events**

HN volunteer to run a Neon Party. All agree good idea.

HB asked about a Christmas Fair. MP not sure who organises this normally but FOH could get involved. Previously, there is a raffle, santa etc. HN - usually houses decide activities, maybe we get houses back together? HB to follow up. MP suggested FOH could take over cake stall to fundraise but we need to find out who has formerly organise this.

PG - NH suggested a summer festival, possibly have a movie etc. Whole school event. Agreed to take over to next agenda.

LM asked about Harvest Festival. MP - we do a collection and it goes to the food bank. Difficult to organise a big event as close to start of term.

HN is working on Hollygirt hoodies, MP to help with junior school.

## **10. Future Meeting Dates**

HB suggested a 30. min meeting soon to tie up any questions re prize giving and then 2nd meeting 2-3 weeks after to follow up on other actions.

CS agreed any event in November for Year 7-8 would need organising in Oct. students are on residential 2-5 Nov. Potentially could have an event early Nov. e.g. movie night. JR raised issue of licencing. CJ to look into this.

SB requested 6.30pm start time for future meeting. Short meeting agreed for Wednesday 6/10/21 6.30-7pm. LM sends apologies in advance but happy to volunteer at Prize Giving. Actions - all to work on raffle prizes.

HB proposed a potential fireworks display for 2022. JR raised that this can be costly and difficult to organise. PG suggested we host HN's Neon Party as a Bonfire night event - outdoors (weather permitting) with glow sticks. CS - this could be held twice a year. PG - could serve food for children e.g. baked potatoes. MP suggested sparklers - all events require risk assessment signed off by HB.

HB requests for members of FOH to be DBS checked so they can be on the school site without being supervised by members of staff. CD can sort some members go on our volunteer register.

HB raised we may not have time to organise Glow Party for early November. HN has all equipment available and happy to proceed. CS raised as it's possible but we'd not be able to get student opinion in advance as suggested earlier, instead we'd need to start planning and get their feedback for future events.

CD volunteered to run neon 'festival darts'. PG asked if we can use FOH funds to purchase face paints etc. CD suggested purchasing from The Range and asked about reimbursement. HB explained we need to bank account transferring and new signatories assigning.

HB asked for classification on year groups invited and venue. Agreed KS3 (7-9) Senior Hall HB needs to consider logistics e.g. closing of building. HN has all required licencing eg PRS, PPL. JR raised getting consent for applying face paint. CS suggested this could be added to event consent form.

Provisional date 19th November. HN suggests straight after school. 4.15 - 6.15pm (90mins activity - 30 mins for refreshments).

HB needs to check how long DBS will take. HB to confer with LH. HN to complete Risk assessment.

Next full meeting arranged for Monday 1st November. 6.30-7.30pm. Agenda to include Neon Party arrangements and Christmas activity.

## **11. Funding requests**

HB - Not been out to staff yet. Move to next agenda where bank account will hopefully be sorted.

MP will look into Christmas Cards in advance of next meeting as it would need organising before half term.

CS raised the potential of fundraising outside of events - applying for funding as a registered charity. Suggest smaller subcommittee to look into this. HB raised this would require permission of trustees. HB & CS to arrange a separate meeting.

## **12. WhatsApp Group**

PG suggested setting up a FOH WhatsApp group. HB's number not technically allowed to be in public domain. CJ to set up Google Form to collate numbers for members who wish to join.

### **13. AOB**

KC asked for other ideas for fundraising. PG - normally we'd have Curry Night etc. suggested we use WhatsApp group to discuss ideas.

CJ -FOH page on website needs updating with current members. Members may opt-out under GDPR. Will include consent in the google form.

JR - Had a lot of success with a raffle using an I Pad as the main prize. May seem a large outlay but it generated good income. Tickets must be printed properly, children can't sell tickets. Asked if we use GoFundraise or similar. KC has details for easyfundraising - will circulate for HB to include in weekly news.