

Friends of Hollygirt

Minutes of the committee meeting: 28th February 2022

Meeting opened at 4:15pm by Pooja Gadhia (Chairman).

PG started the meeting by raising a vote that SB were to be appointed as Secretary. This was seconded by HB and the role was taken up for this meeting by SB.

Present:

Helen Barsham (HB), Claire Jones (CJ), Hannah Nissan (HN), Maddy Purchase (MP), Pooja Gadhia (PG), Sam Boswell (SB), Jodie Filshie (JF), Joanna Ware (JW), Claire Dunston (CD), Casita Sumner (CS).

1. Apologies:

Michelle Loi, Lisa Mattison, Clare Leggett.

2. Bank account update:

HB confirmed that the old bank account is now completely closed and new bank account has all new signatures on. The bank balance for FOH stands at £11,617.00.

3. DBS Checks:

HB explained the requirement for site specific DBS checks – even if you have a DBS elsewhere, one must be carried out for Hollygirt School to be unsupervised when on site.

CJ stated the documents which are required for application for DBS check. Passport/Driving Licence/ Proof of address (Council Tax bill etc), these need to be given to Mr. Dean who will manage the applications.

4. Bids:

HB started this item by informing the group that we have £11,617 in the FOH bank account but we obviously need to keep a reserve.

The bids were all read out and the following outcomes were reached:

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Pete Deacon asked for an outdoor table tennis table, he asked for £800 plus. The committee agreed a figure of £600. PD also requested football goals at a cost of £100 and shin pads/gloves for the after-school football club at a cost of £250. These requests were both authorised.

Laura Hudson requested nets for junior & senior areas to stop the balls going over into the neighbours' gardens. There was no pricing for this and although it has been agreed in principle, the committee require a costing to fully authorise the request.

Naomi Howlett put in a bid for a minibus, unfortunately we are not in a financial position to assist this request.

Wendy Atherton asked for a butterfly hatching kit at a cost of £25. This was authorised.

Naomi Howlett put in a bid for a virtual reality headset to create a club / reward for the children. The committee discussed this and would like more information surrounding the request, concerns whether one headset would be sufficient and the cost. Also, to investigate second-hand / unwanted gifts to reduce the cost. We will await further information on this bid.

Naomi Howlett asked that the TV in Room 2 is fixed – HB informed us that this has been arranged through school.

Wendy Atherton asked for £138 for 7 x essential maths books for year 7 & 8 – it was agreed that this should come out of the maths budget.

The Junior School Council put in a bid totalling £697, for a bench, picnic table and various garden pots/ items. This bid was authorised.

Janine Cooper-Cassady put in a bid for a new kitchen. Unfortunately, again, the financial position is not such that we can meet this request, but HB informed us that some remedial repairs to the room have already been agreed through the school. JCC also requested a new sewing machine and a new mixer – a figure of £600 was appointed for these items.

HB had a bid for 10 x Chromebooks for the senior school. Although no exact costing was supplied, a figure of between £1500 and £2000 was mentioned. This was agreed in principle – more details to follow regarding cost.

Maddy Purchase put in a late bid for musical instruments for the junior school. A figure of £400 was agreed by the committee. HN also donated a brand-new pair of bongos to the junior school.

The successful bids amount to £4957.00 and we await the further information on costings for

5. Uniform Shop:

It was established that we needed a date for selling the second-hand school uniform but also a day to sort & organise the stock.

HB informed us that the FOH room would be out of action from the 16th of May 2022 for exams and it was decided that we need to organise an event before then.

JF suggested that on a sales day that we try to have 5-6 volunteers to make the event as organised as possible.

SB asked HB about the items of uniform which are being removed from the compulsory uniform list such as the girls stripey blouses. HB was happy for these to still be sold as they will be phased out.

Dates set are Thursday 17th of March for organising stock (times to confirm) – all volunteers are gratefully welcomed to sort. Sales date Thursday 24th March from 3-5pm, again volunteers required.

Action for CJ – to ask via social media/ newsletter whether there is an accountant or person willing to stand for the position of Treasurer for FOH. HB's husband has agreed to carry out this role to help for now.

Action for CJ – to ask for donations for the second-hand uniform shop via the various social media pages/ newsletter along with advertising the actual date for the sale day.

Payment methods were discussed for the sales days, JF mentioned that a card machine would be a good option. Sum Up was discussed and CJ will investigate this. The lack of internet/signal in the FOH room was discussed as a problem for the card payments. It was agreed that cash/cheques/Bank Transfer would perhaps be the best options for the initial sale.

JF established that Angela used to run the second-hand uniform Facebook page and SB requested that we attempt to take control of the page to advertise etc. Closing the page and opening a new one was discussed but as there are over 60 members then it was considered more useful to take control of the existing page.

HB informed us that the new PE kit is stuck on a container due to the recent storms and is therefore delayed. Issues regarding the current uniform supplier

were discussed and concerns over how slow they are to fill orders etc were raised. SB informed HB of The Big Fish uniform supplier – Jan was the contact there (local and reliable) also Mansfield Sports Group was mentioned as an option to investigate.

6. Junior Disco:

HN advised that the date had been adjusted date for the junior disco to the 17th of March. The time for this event will be 3:30pm – 5pm.

Snacks / food options were discussed, and we settled upon a ‘snack bag’ option, the contents of which will be a sandwich, crisps, satsuma & a galaxy bar. The sandwich choices will be ham, cheese, or jam. JF advised us that snack boxes are sold at ‘Whittingtons’ at Netherfield. These bags will be made up by FOH volunteers on the afternoon of the 17th of March. Time to be confirmed. Drinks will be orange/blackcurrant/water in jugs.

Action for CJ – to produce a letter for all juniors to attempt to establish how many children we can expect at the event. The cost for the event was agreed at £3 per child to include the food. Any shortfall would be covered by FOH.

7. Year 7-8 PJ Party:

The date for this event was set as Friday the 20th of May and the time as 4-6pm. The theme – PJ, Popcorn & Pizza and the children will watch a film in their year groups. Suggestions of films would be welcomed – not too long.

Action for CJ to investigate pizza prices for us to make a costing / ticket price decision. JF suggested Pizza Hut.

This event is to be discussed in more detail at the next FOH meeting.

8. Summer BBQ:

The date for this event is the 24th of June (which is the last day of exams). The event will be open to the whole school – students and parents.

Action for HB – to prepare the neighbours.

Entertainment was bought up by PG – her lead had drawn a blank due to not being suitable for children. Ideas for band / music options are to be pondered by all present. MP has a few ideas. The option of children showcasing was written off as there is so much going off in school around that time that HB was mindful of the pressure being put upon the children.

Action for CJ – to apply for a TENS (Temporary events licence) so that we can serve alcohol at the event.

We agreed that we would use Eventbrite for the tickets – this way we are able to monitor the interest and cater accordingly.

On the BBQ the options will be sausage/ burger and a vegetarian option. Along with ketchup, mayonnaise, and mustard.

We will require volunteers to cook on the BBQ on the day. CJ to advertise this on social media/ newsletter.

CD informed the group that her parents were professional bar tenders and would check the date with them so hopefully they will be able to help with serving the drinks.

Finer details for the event will be discussed at the next meeting.

9. Parents Cheese & Wine Evening:

It was decided that as the calendar is now getting very full that this event would be pushed to September and will therefore be discussed later in the year.

10. Year 11 Prom:

The date for this event is Friday the 1st of July.

JF informed us that she had met with Miss.Howlett and it has been agreed that the dress code for the prom will be Black Tie/ Prom Dresses.

The option of a 'theme' for the tables at the venue was discussed – star signs were suggested.

JF & CL have met regarding the transportation to the prom, they have come up with the idea of a London Bus to transport the whole group together with a pickup from the Castle Area of Nottingham. There would be the opportunity to take nice photos here and then all the students would travel on together to Bestwood Lodge. SB suggested 'Blackmore Commercials' on Little Tennis Street in Colwick as an idea for the London Bus.

JF requested that FOH cover the cost for a photobooth. The cost is £285, this includes all props. It was unanimously agreed that this cost could be covered. HB authorised JF to book the photo booth.

JF will continue to seek costings to get a ticket price for the event.

To be discussed further at the next meeting.

11. A.O.B:

HB asked for volunteers for the working open morning on the 9th of March from 9am – 12pm. Most have work commitments – SB volunteered along with Dottie.

PG asked what was happening with the Whatsapp group as there were only three people in it. CJ added a few members of the committee and anyone else who wishes to be added please ask CJ and supply your number.

A 'World Book Day' outfit swap shop was suggested. Perhaps this could be included with the second-hand school uniform shop. To be discussed further at the next meeting.

Next Meeting Date: 25th April 2022 4-5:30pm – Dr. Barsham's Office

The meeting was closed at 6:00pm.