

Friends of Hollygirt

SCHOOL

Minutes of Meeting Wednesday 24th May 2023 4.00-5.00pm

Attendees: Mrs S Boswell (SB)
Mrs V Wright (VW) Deputy Head Senior / Head of Prep
Mrs I Wheeler (IW)
Mr G Dawson (GD)

Apologies: Dr H Barsham (HB) Head
Mrs A Bamber (AB) FOH Secretary
Mrs M Maher (MM) Prep School Rep
Miss H Nisan (HN) Senior School Rep
Mrs P Dalton (PD)
Mrs C Dunstan (CD)
Mrs C Pooley (CP)
Mrs J Rutt (JR)
Mrs F Brown (FB)

Agenda Item	Summary Discussion / Agreements	Action
1. Specific Meeting	Meeting arranged for the organisation of the F.O.H BBQ – 8th September 2023.	
2. Minutes / Actions	Last minutes are published for all to see on the school website.	
3. Volunteers for BBQ	Assistance will be required from 2pm to set up for the event. We will need food preparation and stall set up – Tombola, Lucky Dip, Bar, Food serverly & Pre-Loved Clothes / Toys Require at least: 6 x Chefs 2 x Bar Attendants 4 x Stall Attendants	IW to collate volunteers and allocate jobs (if volunteers haven't specified a particular role). Chefs will be on a rota so everyone gets a break and anyone cooking/handling food will need to do a quick 'Food Hygiene' online course – there are free ones available. Suggested chefs: Claire, Ed, Phillipa, Sally, Claire, Andrew GD volunteered for Barman along with Jackie Morgan (SB contacted & added to WhatsApp group)
4. Alcohol licence for the event	VW volunteered Gemma Wand to apply as she has recently done one for Prep school.	SB to contact Gemma Wand and ask nicely!
5. Prizes	Lucky Dip & Tombola Pre-Loved Donations	SB to check with Total Wheelworks – see whether they will 'sponsor' the Lucky Dip again.

		Prizes required for Tombola – FOH to organise / collate Donations for good quality Pre-Loved – Clothes, Books, Toys – FOH to organise / collate.
6. Ticket Prices / Timings	£10 Adults £5 Children Cash only bar / stalls	Agreed – no 'Free drink' with ticket. SB to ask our Bursar to help with arranging tickets / online or Eventbrite – something similar? SB to search for 'Bar Prices' poster from last year on laptop.
7. BBQs	IW has a BBQ to use on the day – we need one or 2 others if anyone can loan them? Perhaps gas as IW's is charcoal?	Parents to arrange between them. Obviously FOH will cover the cost of gas/charcoal
8. Event Planner / Risk Assessment	VW – Tables / Gazebos/ Blankets etc	VW to complete and submit the Events Planner & Risk Assessment forms. SB to send an email with date and idea of event to Mick & Julie (cc VW)
9. Food Shopping	MM happy to so the food/drink shopping	Discuss requirements and forward to MM – check how MM is to pay for the shopping.
10. Music	Volunteer for live acoustic music – check with Huw / perhaps try Claire Jones as her boyfriend did it last time.	SB – checked with Huw – He doesn't produce the type of music that children would enjoy. He will 'have a think'. Maybe check with CJ?

Dates of Next Meetings:

Tuesday 26th September 2023, 4.00-5.00pm

Thursday 7th December 2023, 4.00-5.00pm