



# FRIENDS MEETING

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## Meeting minutes

Thursday 12<sup>th</sup> December 2024, 7.00pm

### In Attendance

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Rachel B, Clare D, Paula M, Maria C

### Apologies

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Elaine L, Charanjit, Gill

### Overview of school show

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Thank you to Paula and Clare for supporting with this. Overall, it was a great success. Planning note for next year is that we definitely need to staff with 2 people on each section. Fine to be 1 adult per section and a student. Raffle a success and RB happy to donate next year.

Raffle made £389.33 after expenses of £42 for raffle tickets. We do have leftovers for next year too.

Bar and Tuck combined made £664.44 after expenses of £455.17.

### Bingo Night 2 – 31.01.2024

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**Advertising:** Rachel and Clare to update dates on banners and distribute in town over the holidays.

**Ticket sales:** Ticket sales are live online through our SumUp store.

**Prizes:** 1 line – bag of chocs, 2 lines – box of biscuits, Full house – Bottle of prosecco, box of biscuits, tub/bag of chocs and 1 other prize to give volume. RB discussed buying Wine and chocs whilst on offer at Tesco. Buy 6 save 25% on wines and choc on offer. Biscuits have already been sourced.

**Prize packing:** Monday 27<sup>th</sup> January.

**Refreshments:** Maria and Charanjit will get cakes and cookies from Costco. Thank you to Maria for offering to buy these. RB to source stock for the bar and tuck shop.

**Raffle:** Clare to arrange raffle prize. Maybe fruit hamper and some smaller prizes.

**Seating:** As before, groups of 6 or more booking will automatically have tables reserved. People advised to contact us if they have booked for less than 6 but want to combine with a specific person. If not, a shared table will be allocated. Rachel has approached Elaine to help people find seats in the hall as this will make entry quicker and she'll be on hand if people need help finding a table. 4 tables worked well in the canteen so we will add these again.

**Costs:** £54 in biscuits so far. £21 for TEN to be applied for.

**ACTION:**

- **Need to find and agree a bingo caller** – Clare has proposed her dad. RB to see if BU would want to do this.

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### Bottle and Gift Donations

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**Donations:** Adverts to go live onto socials asking for donations to support the Street Market stall for bottles and raffle prizes at events.

**ACTION:**

- **Rachel to post onto socials after New Year.**

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### Street Market 2025

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Theme of the street market was discussed and lots of costume and stall decoration ideas. Alice in Wonderland agreed. All to dress up and cards and costumes can be easily made. Stall front can be decorated in cards with a Queen of Hearts cutout at the front.

**ACTION:**

- **Collect bottle donations**
- **Start to make costumes/stall decorations**

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### Staff Bids

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**Spend so far this year £1124.72. Still awaiting orders of saucepans and TV Screen. (£400 + £350)**

**New bids:**

BID	Cost	Decision	Amount
Orchestral Instruments	£1000	More info needed. RB to go back to HL and ask for specific requirements. Will discuss next meeting.	0
Upright Digital Piano for Performing Arts	£299	Further discussion we agreed to buy the upright piano SO has requested	£299
Library Shelving for LRC	£9818	Will discuss this next meeting as to whether we support this as a focus next year.	0
Year 8 STEM Day	£1800	Part donation.	£1000

**ACTION:**

- **Chase the ordering of TV and saucepans**
- **Continue to publish to social accounts**

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### AOB

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**Rachel:**

- **£5000 to be paid back to the school to go towards the cost of the Clever Touch Screens**
- **Bar and tuck shop money to be combined for reporting purposes.**
- **SumUp for all sales?** Can do cash sales so it totals everything up and will also show us sales on all items which will make future planning easier. Rachel will add Maria and Paula as staff members to SumUp so they can access to make sales at events.

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## Next Meeting

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Our next meeting will be on online on **16<sup>th</sup> January 2025 at 7.00pm**. A link will be sent out with the agenda a week before.