



# FRIENDS MEETING

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## Meeting minutes

Tuesday 8<sup>th</sup> October 2024, 7.00pm

### In Attendance

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Rachel B, Clare D, Maria G, Charanjit S

### Apologies

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Sarah M, Karen B, Miles M, Paula M, Gill R, Elaine L

### Introduction

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Rachel expressed the thanks for agreeing to move the meeting date forward to today. Tuesday 8<sup>th</sup> was agreed as the best date to move to. It is very much appreciated. Reviewed actions from last meeting.

### Bingo Night Planning

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**Ticket sales:** selling well so far. We have taken £241 so far with more sales due in. Tickets available on our SumUp Store or via the school office by cash or card.

**Non uniform:** Friday 25<sup>th</sup> October. 4x year groups will have £2 donations enabled on the Gateway and 1x year group will be asked for chocolate donations. Flyer to be shared via the newsletter and socials.

**Prize packing:** Monday 4<sup>th</sup> November 4.30-5.30pm. We will try to source mushroom boxes again for main prize. Clare and Rachel volunteered.

**Refreshments:** Maria has volunteered to source the cakes from Costco and said that she would donate these on this occasion. 1 chocolate, 1 Victoria Sponge and some cookies. Thank you Maria!

**Raffle:** Clare updated with how many prizes we had so far. We have 10 so far and agreed that this will be sufficient as we will hopefully have spare prizes to add in at the end. Thank you Clare!

**Advertising:** Two banners have been put in the local community. We agreed to look at moving the banner at the bus turning circle to a higher flow area. Posters have been printed and are ready to be distributed. Rachel apologised for not being able to get these to Gill and will contact Gill to arrange collection. Flyers have been printed for distribution in the area. On one side it gives details for the bingo and the other it highlights ALL bingo dates. Karen will distribute to the community near to the school and Rachel will deliver to other targeted areas.

**Seating:** As previously discussed, we will watch tickets sales vs seat/table space. This bingo we will have lost an element of the hall floor due to the staging for the show and the lighting rig. Extra seating in canteen.

**Cost Update:** Rachel reviewed costs so far and what we still need to buy. We have spent £124 on prizes for the bingo and still need to purchase 2 TENS (£21 each), 1 pack of bingo books (£15).

**ACTION:**

- **Rachel to contact Gill.**
- **Karen and Rachel to distribute flyers locally.**
- **Clare to source mushroom boxes**

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### School Production – Wednesday 20<sup>th</sup> – Friday 22<sup>nd</sup> November

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**Raffle:** This will be the first time we will be doing a raffle over the 3 nights of the show. We will create a large hamper and have just 1 main prize. Maria offered to donate a box of chocolates, thank you! Tickets will be £1 per ticket and only open to those that attend. Volunteers needed.

**Show Bar:** Volunteers needed to support the show bar across the 3 nights.

**ACTION:**

- **Please let Rachel know if you are able to help out.**

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### 200 Club Update

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After reviewing sales, we actually have 41 numbers available (pending payments). Will go again on socials and also a message out to parents and staff. Main registration is open until Friday 18<sup>th</sup> October which will then give us a payment review window before the start of the new draw period which runs November 2024 until October 2025.

**ACTION:**

- **Rachel to monitor the bank's account for payments before November.**
- **Rachel to send update via socials and school comms as a reminder.**

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### AOB

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**Roles:** We spoke about having more accountability for areas within events. The roles would share the workload whilst giving ownership and responsibility and give all members the opportunity to update us all at meetings. We agreed that:

- Maria and Charajit would co-ordinate refreshments
- Clare would continue to source raffle prizes for events

We will discuss further with other members.

**Age Restricted Sales:** We spoke about the importance of ensuring alcohol is only sold to those over the age of 18. Rachel spoke briefly about the principal of challenge 25 and will speak to those on the bar at the bingo night. Rachel suggested a brief training session with all members and will do this after the bingo as a group. Rachel highlighted that we should all challenge if we feel that a sale is a risk and that it doesn't matter what role that person has, we are all bound to the law and challenge 25 is a step that helps to protect us. Challenge 25 décor will be in place as normal on the bar.

**ACTION:**

- **Rachel to plan age restricted sales training and propose to the group.**

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### Next Meeting

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Our next meeting will be online on **Thursday 14<sup>th</sup> November 2024 at 7.00pm**. A link will be sent out with the agenda a week before.