



FRIENDS MEETING

Meeting minutes

Thursday 11th April 2024, 7.00pm

In Attendance

Sarah, Karen, Miles, Rachel, Clare, Paula

Apologies

Maria, Gill, Charanjit, Stella

Easter Bingo Review

Bingo was really successful and even bigger than the last one and that one had grown significantly on the first one we delivered. We raised a massive £1950 after all deductions made which is just incredible. Door sales on the night were and impressive £463 (£130 in cash in pre-sales). I have added a copy of the income and outgoings for reference below.

For the next bingo event we need to consider:

- Adding tables into the dining area
- Improved process to book tables for large groups but still have tables available for walk-ins. More advertising and booking for groups that will use whole table. People to contact via email if they are booking a table for 2 smaller groups and provide lead names of the bookings to ensure multiple tables are not booked for the same group.
- Table plan worked well to tell people where their tables were on arrival.
- Brief housekeeping message at the start to cover fire escapes and also vaping. We had an instance where visitors were vaping in the toilets.
- We will make a risk assessment available and share this with volunteers.
- Raffle to be drawn at the raffle table to ensure it runs smoothly. Ticket drawn is put straight on the relevant prize.

2023-2024	Entrance	Raffle	Tuck Shop	Bar		TOTAL
Total Profit	£1,308.00	£240.00	£85.10	£316.90	£0.00	£1,950.00
CASH INCOME						TOTAL
Event Date	08-Mar-24	08-Mar-24	08-Mar-24	08-Mar-24		
SumUp Online Sales (minus 2.5% fee)	£ 559.65					£ 559.65
SumUp In-Person Sales (minus 1.69% fee)	£ 275.27		£ 8.16	£ 23.59		£ 307.02
Cash Sales	£ 593.00	£ 261.00	£ 215.45	£ 553.91		£ 1,623.36
						£ -
						£ -
						£ -
						£ -
Value of Stock Remaining			£ 40.50	£ 138.27		£ 178.77
Prize Payback from non uniform Pot						£ -
						£ 2,668.80
TOTAL CASH INCOME	£ 1,427.92	£ 261.00	£ 264.11	£ 715.77	£ -	£ 2,668.80

CASH PAID OUT	Entrance	Raffle	Tuck Shop	Bar		TOTAL
Float	£ 62.00	£ 13.00	£ 50.00	£ 140.00		£ 265.00
Bar (stock purchased)				£ 237.87		£ 237.87
Tuck (stock purchased)			£ 129.01			£ 129.01
Licensing				£ 21.00		£ 21.00
Materials and supplies to run event	£ 29.24	£ 8.00				£ 37.24
Advertising (banners, printing etc)	£ 14.68					£ 14.68
Raffle Items						£ -
Prizes						£ -
Prizes						£ -
Other expenses	£ 14.00					£ 14.00
						£ -
						£ -
						£ -
						£ -
						£ -
						£ 718.80
TOTAL CASH PAID OUT	£ 119.92	£ 21.00	£ 179.01	£ 398.87	£ -	£ 718.80

Medieval Street Market – Sunday 9th June

Bottle tombola – same format as last year. We are able to take bottles now, these can be dropped into reception. We will get the poster into the bulletin this week and go again with socials. Maybe pop something out to the school community to share with friends and family.

We have had a number of bottles already donated which are being stored in Clare's garage. Thank you Clare!!

We will require 3 tables, gazebo and tombola drum. Timings for the day to be confirmed nearer the time as we won't receive these until a couple of weeks before. Last year it was set up from 10am and we were packed up and finished before 4pm. When we get the form, we will try and request the same location as I think this was a great location as the flow of people was steady and we weren't close to where it can bottle neck sometimes.

We have now paid the £30 pitch fee to secure our space.

Costumes – medieval theme – order to be put in through TEMU.

Summer Raffle – Launch in May – Draw at event in July

Clare and I have been busy gathering raffle prizes for the summer raffle. We have a good selection so far which have been all donated by local businesses. We are still on the hunt for a few more. 10 prizes in hand.

- 1st £150 Cash Prize (taken out of profit pot)
- 2nd Classic Ibiza 2025 tickets
- 3rd - £50 Arrow Mill voucher
- 4th - £50 Johnsons Coach trip voucher
- 5th - Meat voucher – Alcester Butchers
- 6th - Paintball Voucher TBC
- 7th - Manicure TBC
- 8th – Paddle Boarding for 2 at Spot on Wake
- 9th – Family voucher for Frisbee Golf
- 10th – £10 voucher for Cardamom
- 11th – Cream tea for 2 at Hillers
- 12th - £20 voucher for Mavericks

Ticket prices will be £2 per ticket. This was well supported last year and helped cover the cost of the monetary prize.

Proceeds from the raffle will be split equally between The Friends and our Rock Academy campaign.

Summer Quiz Night

Quiz night in July. For prizes, RB suggested a monetary prize which is in line with normal quiz prizes and may encourage more people to attend, but also because hamper prizes like we do for other winter-based events would be rather difficult to put together in the summer months. We still have £119 left from the non-uniform money we raised at the start of the year with the purpose of buying prizes so this could go towards prizes.

1st - £100 or £75

2nd - £75 or £50

3rd - £50 or £25

Total £175 or £150 so we would only need to take £56 or £31 out of the actual profit of the event.

After asking the opinion of others, they said if we could go for the higher prize it would be better.

We agreed that we would charge £15 per team and limit each team to 6 players.

Date to be agreed and we will see if MR is available to help with being Quizmaster.

Purchase of Chromebooks

RB spoke about a proposal for the purchase of laptops. It is proposed that we buy slightly less than a class set which will enable us to get a better spec as the laptops must be suitable for the operating system upgrade. We propose that the laptops are used in LSU and SEND. These areas are supervised and as the laptops will be brought and not leased this will prolong their life.

- See attachment for details of the laptops that have been proposed.

After discussion we have agreed on buying 19 laptops on option 2.

ME raised that the school will also add in some money to enable the purchase of 25 laptops (6 additional)

AOB

There is one 200 club number available to buy if anyone knows anyone who wants to join. £2 per month or you can pay to join for the rest of the draw period which runs until the end of October.

Message will go out to staff and on socials advertising there is a number.

Next Meeting

Our next meeting will be on Thursday 9th May 2024 at 7.00pm. RB proposed that we meet in person for our next meeting, and we agreed that we will meet in the rear of the Turk's Head.

Friends of Alcester Academy Laptop Proposal

April 2024

The friends of Alcester Academy have raised £5k to spend on student devices. Initially it was hoped that this would facilitate a full class set (30) of devices but this is not realistic with the budget we have and if we want the devices to be 'future proof', in particular be compatible with Windows 11 that we will be forced to upgrade to by autumn 2025. Therefore it is proposed that a reduced number of better quality and specification devices be purchased and used in key areas such as the LSU, SEND and isolation rooms. I have audited the devices in these areas and they are particularly old and in a state of disrepair and so are in need of replacement.

Having bought (as opposed to leased) devices in these areas is a risk as if they are not looked after we will have to fund repairs ourselves, however these areas are always staffed and pupils are never left without direct supervision so the risk should be minimal.

Three options for devices are outlined below. My recommendation would be Option 2 as it is a similar spec to option 1 just with a slightly smaller screen, therefore is slightly cheaper and would allow us to purchase more of them for the budget we have.

Option 1

Lenovo V15 G4 AMN AMD Ryzen 5 8GB RAM 512GB SSD 15.6 Inch FHD Windows 11 Laptop



Unit Price	Quantity	Total Cost
£315.00	16	£5,040.00

Option 2

Lenovo V14 G4 AMD Ryzen 3 8GB RAM 256GB SSD 14 Inch Windows 11 Pro Laptop



Unit Price	Quantity	Total Cost
£270.00	19	£5,130.00