



## **AGS FRIENDS - MINUTES**

### **Monday 11 March 2024, 6:30pm**

#### **In Attendance**

R.Thorpe (RT), Y.Bruton (VB), H.Silcox (HS), G.Farrington (GF), J.Parry (JP), C. Vanstone (CV), S.Busby (SB)

**Apologies** received from 5 parents/carers

#### **1. Welcome**

Everyone introduced themselves and their connection to the school.  
All agreed minutes were correct and accurate.  
No declarations of business.

#### **2. Planning for refreshments at school events**

Committee was shown the store cupboard that will be allocated to the PTFA. A key will be kept in school and only those who are DBS checked can access the cupboard.

A walk through of the studio took place, this is where refreshments are always served so this will continue. Any existing catering supplies in the studio do not belong to the school and should not be used. Eg cutlery, syrups, serviettes. Committee will need to liaise with the catering company if we want to use the fridges for milk and cans. It was agreed that 6 people should be used when providing refreshments and the set up was discussed. The committee agreed that we would need to buy cleaning supplies eg bin bags, dish cloths etc. Any health and safety issues during the event would need to be reported to the member of the site team on duty. Committee would need to liaise with the member of staff running the event re timing of intervals, finish time.

A discussion took place about what refreshments would be offered. It was agreed to start with tea, coffee, cans and jugs of squash. Water would be on offer free of

charge. Snacks would be offered and these would need to be sealed packets eg crisps, biscuits and sweets.

Committee would need to consider the event as to what is on offer. For example year 7 induction evening is only for parents/carers, no children.

A discussion took place about the fees to charge and it was agreed that one price for all. A proposed price (subject to review once costs are known) of £1 for cans, £1.50 for hot drinks, snacks to be discussed once we have stock in place. It was agreed that payments would be card only, this is not only quicker but easier.

When the set up has taken place photos to be taken so there is a record of how it is set up. It was agreed that if the charity status has not been confirmed then the committee would still be in attendance but not use 'PTFA stock'. This would be decided by 17 April how to proceed.

Once the first event has taken place a feedback session will take place, perhaps have a feedback book in the PTFA cupboard for comments by those who have helped.

It was agreed that deliveries for the PTFA could be made to the school address.

A risk assessment for serving hot drinks would need to be in place. Hot drinks will be served with a lid.

**Actions:**

**HS and RT to complete charity registration.**

**CV to look into setting up Facebook page, order urns and adjusting event booking form to include timings of intervals and possible numbers in attendance.**

**VB to set up a shopping list, a template for events and risk assessment.**

**GF to look into taking card payments and whether we are selling items or asking for a donation, this is for audit purposes.**

**HS to email everyone who has expressed an interest in volunteering with dates to gather information to create a rota.**

### **3. Any other business**

Setting up a watsapp group for volunteers once we have people in place.

HS to login to the bank account and get a statement so that the application can be completed to become a charity.

50/50 club to be looked at by HS and GF.

Committee to look at survey set up by VB.

Alcohol licence to be looked into by CV and RT.

### **4. Date of next meeting**

Wednesday 17 April at 6.45pm to plan the family quiz night on 5 July.

