



AGS FRIENDS - MINUTES

Thursday 6 June 2024, 7:00pm

In Attendance

R Thorpe, Y Bruton, C Larsen, J Parry, R Turner, S

Apologies

C Vanstone, H Silcox, G Farrington, S Mackie, K Ellicot, S Busby, J Ward

1. Agree minutes of last meeting

All agreed minutes were correct and accurate.

2. Introductions-

Welcomed new member Stephen; wants to join AGSF as 'friend' – approved and welcomed to the group. Agreed needed a method to record 'friend' applications which need to be approved.

- **ACTION:** RTh to arrange for a google form to be added to AGSF website for friends to apply; would ask for name and connection to school/reason for joining.
- **ACTION:** YB to update draft Terms of Reference with process for applications and GDPR draft policy around managing information
- **ACTION:** Need to consider how to ensure external members of AGSF are included in comms (e.g. can they be added to Groupcall messages?) Helen to consider.

3. Quiz Night planning

- Ticket sales website up and running – seems to be working OK (thanks for feedback).
- Key priority remains selling tickets; methods of communications discussed agreed following;
 - Further AGS/groupcall message to all parent/carers w/c 10/6
 - **ACTION** YB to draft, HS to arrange

- Update into Principle's newsletter – **ACTION** YB to provide content
 - Satchel One update – **ACTION** RTh to progress
 - New AGSF Facebook page to hold info, but not actively post into local communities (target audience for QN is parents, most aren't local)
 - **ACTION** RTh to include in staff briefing to encourage staff to buy tickets
 - QR code to be added to the posters **ACTION** – Shannon
 - **ACTION** RTh to promote via X, and all to promote using whatever WhatsApp year groups we have
- Agreed need minimum 60 quiz participants/paid tickets to make event viable.
 - Currently sold 10 tickets, 5 of which to AGSF volunteers.. need to continue to push reach into wider parent community. YB to provide regular updates on sales

Logistics –

- Access available from 4pm; early team will set up tables/furniture in room from this time.
- Catering volunteers to attend from 5pm and set up bar, soft drinks, snacks etc.
- **ACTION** Yvonne to draft schedule for numbers volunteers/roles and share
- Only tech required is mic – decided against running score total/projector. **ACTION** RTh to ask Pete Reeves, quiz master to arrange mic.
- Volunteers will clear room at end – attendees will be asked to help move furniture before they go.

Catering –

- License has been applied for – should hear this week; anticipate no problems – Gemma will update once response.
- Julie has undertaken stock take after concert; agreed stock-take needs to be check in/out process during event, as not feasible to do at end. She will meet with Gemma to reconcile with sales to finalise profit from first event
- Will re-stock chocolate and soft drinks as required. Crisps, popcorn and chocolate for sale at event. **ACTION** – Julie to arrange
- Alcohol – agreed to buy red/white wine, prosecco, beer and lager; screw top wine where possible, sold by glass. Any opened bottles will be sold at end of evening; unopened bottle will be stored for future events. **ACTION** - Julie will purchase, agreed nearer event so we understand demographics of attendees more.
- Plastic cups provided by Rachel Tu (thank you) and some in the PTFA cupboard.
- Need to work out price per drink and produce updated price posters/sum-up – **ACTION** - Julie

Quiz –

- Shannon has been finalising this; propose 6 rounds, 3 before and 3 after interval. **ACTION** Shannon to share with Pete (and non-participating committee?) for sense-check
- No music round; picture round to be printed on paper. Keeping low-tech for first event.
- Scoring to be finalised, but anticipate score at end of each half? (**ACTION** Shannon & Rachel Tu to review)

- We never discussed prizes!!

Raffle –

- Lots of vouchers provided (great effort!) need to consider physical presentation of these.
- List of prizes currently compiled by Helen – **ACTION** Rachel Turner to collate all other promises.
- Consideration of using all prizes or holding any back? Decide when know ticket sales
- Charity number now available for those seeking it - 1208352
- Raffle tickets – will be sold by volunteers on night; £1/ticket cash or sumup (**ACTION** YB to add to volunteer plan)
- Staff to be able to buy raffle tickets during the day of 5th July using sumup machine – either via Chloe or Helen – RTh to advise

Risk Assessment –

ACTION YB to draft; need to ensure fire announcements during intro of event; security for rest of school; alcohol safety; young children; risks from glass/spillages; first aid provision. RTh to review/add once drafted.

ACTION School to provide PTFA with their own first aid kit

4. School Lottery

- Thanks to Gemma for drafting proposal (briefed by Julie in GF's absence)
- Agreed in principle – decisions will be reviewed by elected committee (responsible for legal compliance); £2/ticket; needs to be limited to 100 entries to ensure not mis-selling odds of winning, but can grow into 2 or more clubs of 100 as interest grows. Propose to hold draw at half-termly PTFA meetings. Want to have initial information finalised so can use quiz night to publicise.

ACTION – Committee to review documents and finalise (agree via doc comment/email)

5. Next Events

- 9th July – Y7 induction evening – catering however located in Theatre (need to review space/RA, but should be straightforward and will have done quiz in there)
- 11th July School concert – catering as previous concert
- Request from school – would PTFA provide catering at School Awards evening for Y13? Is on 5/9/24, returning Y13 and parents. Non-alcoholic event, but tea/coffee/soft drinks and snacks. Agreed.

Outline of plans for 24/25

- Agreed would be useful to have an outline for next year, even if only by half-term – school calendar not yet finalised. For example, do we want to do something for Christmas and maximise opportunity for fund-raising. If this is event, need to start thinking so planning can start in Sept. Would be good to understand what broad plan is for next year.
- Need to ensure calendar includes need to have accounts audited and plenty of notice for AGM in January.

ACTION - all to consider key activities for PTFA to **ACTION** next year (e.g. Christmas fair yes/no; summer fete yes/no; virtual events etc.)

6. AOB

Meetings –

- Agreed outline of dates would be useful; propose full AGSF meeting each half-term. These preceded by committee meeting (potentially virtual) to ensure legal/policy business addressed. Task groups/sub-committees then plan events. All meetings will be open/transparent and all are welcome, but helps divide business appropriately. **ACTION** YB to draft schedule.
- Agreed to review nights of week for main meeting to ensure inclusivity.
- Agreed policy business to be reviewed by committee in September
- Final review/debrief meeting for this year to be scheduled for July to debrief quiz night, discuss outline plans for 24/25 and celebrate success – potentially with social element afterwards. **ACTION** – YB to propose date