

Friends of Watford Boys Grammar School

Minutes from Committee Meeting

Held : 5th November 2019 at 7.15pm

Attendees:

1. Amanda Rafferty * Chair
2. Neil Shah
3. Kathryn Bourke
4. Emily Barun
5. Marianne Nicholls
6. Valerie Green
7. Siva Manakoran
8. Phanisree Marthy
9. Lucy
10. Jean Ryba

Apologies:

1. Arti Gohil
2. Amrita Ahluwalia

Upcoming Events

1. Comedy Night (Sat 9th Nov)

110 tickets sold. At the same point last year 180 tickets were sold. But 36 were bought by one parent from WGGs. Taking this out we are 30 tickets down YoY, which is 15 couples so still time to sell these. It will still be a big event.

BAR :

4 people from WGGs have volunteered to set up and serve the bar. Reshma from WBGS has emailed to volunteer. 6pm set up, 7pm ready to serve. Amrita has suggested there should also be tea/coffee. *Lucy will bring her urn from home. **NB. REQUEST was made for FoS to buy their own URN for events going forward.**

FOOD :

To be offered during 45 mins before comedy starts and in 2 x 15 minute breaks. Amrita has sourced Pizza and Samosas. Samosas to be picked up at 6.30pm. Food to be kept warm possibly in STEM centre oven. Kathryn has dip.

- 7pm -8pm – to serve warm pizza & samosas
- 8.45pm-9pm – to serve samosas (plus any pizza leftover)
- 9.45pm-10pm – to serve samosas

50p per samosa/ £1.50 per pizza slice

Siva has also sourced 90 x Fair Trade chocolate bars (milk, dark and orange flavour). It was later agreed that 30 x milk chocolate bars be kept to reward the class that sells the most Big Raffle tickets.

***ACTION :** Siva / Amrita to email Amanda the names of the companies that have sponsored the food & drink so they can be mentioned in newsletter /website

2. Christmas Pudding Stir Up (Thurs 21st Nov)

1 x Traditional Pudding and 1 x Vegan/ Alcohol-free Pudding (NB. Be aware of any potential nut issues)

***Marianne and Kathryn** to confirm quantities and costs. Current estimate is Vegan/no-alcohol £6.60 and Traditional Pudding £8.30. ***Also** need to confirm equipment needed (scales/zesters/graters/knives/chopping boards)

Parents to bring 1 x large mixing bowl, apron, wooden spoon

***Kathryn** to source large pudding basins with lids to offer as an extra on the night

Agreed 30 people max.

Ticket sales cut off will be Fri 15th.

Roopal currently designing flyer.

Email will be sent out next week

Online ticket sales to be live next week

Price £12 Vegan option, £15 Traditional Pudding option.

Payment will be via bank transfer to FoS bank account.

Two hour window 7pm – 9pm – pudding stir session needing 1 hour

Labels to be written.

Drinks & nibbles with Xmas Music ambience at the evening

***Kathryn, Phanisree & Marianne** to co-ordinate

***Lucy** to check if we have time to get an alcohol license. If not we will manage with some sort of raffle ticket system to serve drinks.

3. Adult Baking Masterclass

Email going out this week. Only 12 spaces. Ensure a reserve list if anyone drops out.

4. Autumn Concerts (Weds 27th & Thurs 28th November)

Mulled wine and mince pies are served during 8pm interval

Volunteers needed – decided to wait to check which parents will attend on either the 27th or 28th, as they can easily step in to serve on the evening, depending on the date their sons will be playing/singing

***Kathryn /Phanisree** to ask if Luzia can supply her mulled wine can for the events

5. Lower School & Upper School Dramas Productions (Fri 13th / Sat 14th Dec)

FoS have been asked to do a pay-for bar at the start of each production. No interval

6. Big Raffle

Raffle prize winners announced at Christmas Lunch c.18th Dec

Prizes Currently:

- 1st prize - £300 / £350 Intu Watford shopping vouchers
- 2nd prize -£375 worth Everyone Active 3 month family gym membership
- 3rd prize – Delta Force Paintballing day access for 10 people (excluding paintballs)
- 4th prize – Harry Potter Studio family ticket x 5 (worth £148)
- 5th prize – Harrow wall climbing - *expiry date January so might need to use at concert in case not collected before Christmas holidays*

Discussed whether to use Snowboarding Prize in raffle or autumn concert as it is most likely to be used by people before potential ski holidays in February half term)

Logistics:

Start ticket sales ASAP

Class whose parents buy the most tickets will receive Siva sourced fair trade chocolate

Running totals will be displayed in school (**Lucy**)

Publicity posters to be put up in school & announced on class assemblies

It was noted by Neil that raffle tickets can be sold online via payment system called 'Stripe'.

Amanda explained that she had spoken with the PTA head at Chesham Grammar who have a very successful raffle and they do both online and paper tickets. Online tickets are sold via Parentpay with an initial suggestion of £20 worth of tickets that can be edited. The paper tickets are sold separately and it is quite a manual chore to combine both online and paper tickets into one system to then make the winning draw from.

It was agreed to start with online tickets only this year. Siva needs 2 weeks to set Stripe up on the FoS website with suggested £20 worth of £2 tickets - value that can then be edited by parents if they so choose and payment processed via Stripe.

Agreed that Neil will register with Stripe ASAP to get things moving.

7. AOB

- Oliver Tatersall emailed Amanda to thank her for the Friends donation of £50 towards his sailing instructor sailing course – he is now qualified
- Fund-matching ; Amanda received an email who works at HSBC and has offered to match funds to value of £500 with WBGS – he gives the other £500 to WGGs. Action - Amanda to forward email to Neil to sort necessary paperwork.
- PROM; being arranged by Elaine Hudson at WGGs. Amanda found that the cost is £500 to underwrite the event. Committee agreed to pay it.

Next Committee meeting 14th January 2020