

**Minutes of FoWBGS Meeting on**

**Tuesday 1 November 2022**

**online via Teams**

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| **Attendance and Apologies for Absence** |
| Co-Chair – Marian Goodman | P | Co-Chair - Adri Bianca Jansen Van Nieuwenhuizen\* | P |
| Treasurer – Phil Mullen\* | P | Secretary – Joanne Hayden | P |
| Jean Ryba\* (Family Draw and SumUp Machine Coordiantion) | P |
| Nikita Mistry\* (Volunteer Coordinator) | A |
| Irena Voitkevic\* (Event Coordianator) | P |
| Sital Patel\* | P |
| Malath Shaker\* | P |
| On behalf of Mr Cooksey (President) - External Relations and Fundraising Coordinator – Donna Connolly | P |
| Marianne Nicolls | P |
| Sam Hasan | P |
| Kathryn Bourke | P |
| Smruti | P |
| Amanda Rafferty | A |
| Key: \*=Executive Committee P=Present/A=Apologies |

1. **Welcome and Apologies**

Marian and Adri welcomed and thanked everyone for attending the meeting. Attendance and apologies are recorded above.

1. **Constitution**

The Minutes of the General Meeting are recorded separately.

1. **AGM**

The Minutes of the AGM are recorded separately.

1. **Future Events**

**Quiz Night on Saturday 12 November**

Ninety one tickets have been sold. Donna has agreed to issue another set of comms to increase publicity (thank you). Last year 180 tickets were sold. Donna has done a seating plan based on the visual set up which will be straightforward. Phanishree has secured another caterer. Marian has done a site visit. Sital has been contacted about volume of drinks for getting great deals to carry us over to the concerts. Sam has negotiated a deal with Majestic with boxes of free white, red and mulled wine. We have had various concerns about the STEM building being used immediately before this event, but this has been discussed with Donna: Mr Beere, who is leading on that event, has agreed that attendees will help clear up ready for refreshments to be wheeled across from the FoS cupboard. Marian will do an event plan to be run past Sam and Donna and then match up volunteers to the various roles. Various people are going to help on Friday and Saturday. We need to contact people about who wants to sit with whom. There will be 18 tables with ten people on each. Conscious of music concerts straight after this event. Would like to organise the stock so that everything that goes to the quiz can be quantified about sales which Sital is happy to help manage. Sam has got a prize for dinner at The Grove as prize 1. Prizes 2 and 3 need to be sought. Raffle books are already in the cupboard. Marian and Donna will meet to look through Ticketsource/seating. Donna to ask form tutors to remind their pupils for parents to buy tickets. Donna will issue an Intouch to parents.

**Christmas Concerts on Wednesday 23 and Thursday 24 November**

We should work as a team and support the Executive team members who seek to lead on events. Marian will be happy to lead on events that she is able to attend but would be a great experience for others to lead too, whilst appreciating that people are busy. Marian and Irena will definitely be there to support. Adri happy to catch up with Marian about leading/supporting events. Adri offered to lead on the February concerts. Irena ok for 23, not for 24 November. We will try to sell the remaining Christmas cards here.

1. **Any Other Business**

**Post-Christmas Re-Gifting Event**

Marianne shared a previous email that Amanda did on the Exec Comm whatsapp chat today. School issues a message asking parents to donate any unwanted Christmas presents. Reception put them in a box and then transfer to the cupboard. Make up hampers and/or provide raffle prizes throughout the year. Kathryn described how TKMaxx have hampers ready for gifts to go in. A cost implication which would need to be agreed in advance. Normally only available for a couple of weeks before Christmas. At least one per concert, with four planned for the year, plus the productions. Adri - Greengrocers sometimes give away for free crates which make nice hampers – put in craft paper, recycled ribbon etc. And so no expenses for the crates. Smruti suggested trying to be eco aware, we might ask parents if they can donate hampers/boxes too. Or art dept get the children to create something in tandem with us.

**Update About the Email Address**

We agreed that we should ask Siva for a new email address.

**Keys to the FoS Shop, Cupboard and Safe**

A new door has been put on the cupboard and therefore there are new keys. We agreed that we need seven additional keys to the one that Sam is currently holding. Phil needs one for himself, as does Marian. Sam has a new set. One is kept in reception. Three new ones to be cut for Johanna, Cate and Haifa. The Site Team aren’t always available to FoS to access the door.

**Action: Donna will talk to the Site Team about the request for the additional keys.**

A fridge has been donated which is ready to be collected, PAT tested and then put in the cupboard.