



North Dulwich

Committee meeting minutes

13.12. 2018

6:30-8:00pm The Crown and Greyhound

Present: Lucy Hamer, Siobhan Malone, Emma Jones, Viviane Wild, Karin Ions, Alexia Coppe, Eleanor Hayes,

Apologies: Shalene Varcoe, Jacqui Moseley, Eleanor Mitchiner, Mandy Dare, Hannah Gordon

Thank you to Siobhan who is stepping down as co-chair.
Viviane will take over from January.

1.Christmas fair feedback

Big thank you to Viviane and Jacqui for organising the fair. A separate detailed feedback sheet was handed out. Additional feedback:

- Organisers felt stretched, need more helpers next year
- Eleanor reported that we made approximately £7394 (minus £120 in fake money) – approx. £2000 more than last year
- Discussion on whether the fair could be held on a different day to allow for more time to decorate and set up stalls: ideally on an inset day - but students might not want to go, maybe weekend - ask Shalene why historically not
- Viviane reported that they ran out of time decorating, particularly the quad (no time to set up lights around columns) and that many more volunteers were needed
- Ross happy to become decorations manager for the next fair
- Buy decorations in the January sale
- Did we email new Y7 parents to get involved? To check with Jacqui
- Revisit general fair layout as hall very busy/overcrowded but atrium not so busy
- Quad too dark – Viviane is going to buy lights in the January sale
- Buy our own popcorn machine? – to be approved
- Buy our own gazebo? – to be approved
- Lucy suggested having a change shop at the entrance so that people can change notes into smaller change to stop fake notes from being circulated as easily
- buy a fake note pen?
- Extra space for students outside – possibly where the Food Box is?

- Alexia from the crepe stall, suggested having a sign "I'm raising money for the Friends", to encourage customers to spend more (people asked her whether it was for her own benefits or for the school)
- Could put all Friends food stalls together with a big banner "all money to the Friends"
- BBQ: fear that sausages weren't always cooked through – need to pre-cook them like in previous years or get the kitchen to cook the sausages for us and ask the school to make it part of their catering contract.
- Put BBQ and Bar next to each other
- Eleanor thought money could be taken on food and drinks (sell more alcohol/mulled wine), more card readers, more volunteers counting mone
- Feedback on Tombola: we had over 130 prizes worth £1000 +, only 4 stallholders donated a prize
- Make announcements about big prizes and have prizes on display to attract more people (could use the shelves from Secret Charter)
- Some children spent quite a lot of money and didn't win anything: Odds need to be fixed more fairly at 1:5 or 1:10 max
- Location of the tombola at the school reception is fine but needs to have a sign saying that the general reception is closed (people were confused and wanted to drop off school related stuff at reception) – big banner to make tombola more visible

2. Winter Concert

- new head of music, more pupils playing, more choirs etc. so next year cater more
- completely sold out in food (crisps + minced pies) and drinks in no time
- next year we need to plan for the winter concert at the same time as the xmas fair and order food/drinks in bigger quantities for both events
- more tables needed for the bar, more volunteers next year

3. Accounts database

- Eleanor strongly advised purchasing an accounting package software such as Zero – worth £25/month - £360/year: Friends agreed
- Eleanor is going to look into how we can move all the data from our current account to the new one.
- the new system needs to be in place for the beginning of the new financial year in April

4. Y7 disco

- date: Friday 1st of Feb 2019 – date and time to be agreed by the school
- we need to find out from the school what student-parent/staff ratio they require to allow the event to go ahead (190 pupils in Y7?)
- send out an email to Y7 parents to gauge how many volunteers we can get (Friends/Shalene?)
- charge £3/ticket including a soft drink (and a pack of crisps?), stay cost neutral
- budget for food and drinks?
- Check what the DJ is like and whether he has his own lights as part of his equipment
- book a cleaner?

- hall is big and difficult to decorate – use the drama studio instead?

5. Second-hand uniform

- sell items at achievement evenings per year group
- need to appoint a second-hand uniform manager
- buy a clothes rail

6. Future events

- organise photographer to come into school to take photos, especially of starters in Y7 and leavers in Y13 and perhaps another session in the middle in Y9. Could also have group photos, sports teams, music ensembles etc

Next meetings:

Thursday 17/01/19

Wednesday 13/02/19

6.30 pm school library