



**Minutes of the Meeting of the Friends of Watford Grammar School  
for Boys (FOS),**

**at**

**Rickmansworth Road, Watford, Herts WD18 7JF**

**Held on the Monday 19<sup>th</sup> September 2016 @ 7.30 pm - L111**

**Attendance**

Archana Singh – Chair

Amanda Hardy -Treasurer

Rachael Speirs – Secretary

Kathryn Bourke

Deborah Bush

Victoria Conquest

Cheryl Kent

Luzia Lai

Mrs Phanishree

Bhavna Shah

**Apologies**

Andrea Allen

Paul Marmor (stepped down from the committee until further notice for family reasons)

Jeanette McLeod

Danielle Wright

### **1/. Introduction** - Archana Singh

### **2/. Minutes** - Rachael Speirs

Minutes from previous meeting 22nd March updated to show that the amount paid by the Friends for the filming equipment was £8,000 not £ 10,000 and has been paid. Minutes for the 11 May tabled and no comments.

**Kathryn Bourke** to prepare July minutes, if she can find notes.

### **3/. Class Reps List and buddies/ Year 7 Cheese and Wine Event on 14<sup>th</sup> October** Archana Singh

**Class Reps List:** Class rep lists need to be collated and a separate meeting with the head and the Reps organised. Archana will liaise with Headmaster's secretary and will send out welcome email with details of Dance night to publicise. Amended roles and responsibilities of the Class Reps need to be shared with Headmaster.

FOS Buddies for each set of class reps appointed as an initial point of escalation/interaction for FOS matters and publicity:

7C - Mrs Elaine Hudson

7F - Ms Amanda Hardy

7G - Ms Luzia Lai

7N - Ms Phani Shree

7P - Ms Rachael Speirs

7T – Ms Kathryn Bourke

**Action: Archana Singh** to liaise with Headmaster's secretary with information and send out welcome email with details of Cheese and Wine event and Dance night to publicise. Archana will include protocol on sharing of parent contact details.

#### **Year 7 Cheese and Wine Event on 14<sup>th</sup> October:**

- To be combined with AGM
- Headmaster to be asked to attend and address meeting
- Run through all major events of the year

#### **4/. Football tournament and Grand Raffle - (Deborah Bush)**

Confirmed that **Andrea Allen** still needs to hear from Effie about the right contact to liaise with in the PE Dept.

**Action: Effie Stevenson** to be chased.

**Raffle: (Deborah Bush)**

Deborah Bush confirmed that a sub committee consisting of herself, Mrs Phanishree, Luzia Lai and Bhavani Shah, had decided upon holding a raffle at Christmas.

It has been agreed to raffle no more than 4 prizes; big ticket items such as ipad, paintballing which would really appeal to the community of boys. It was agreed to charge £2 per ticket, send tickets home with each boy.

**Action** – finalise prizes and Amanda Hardy to send prototype for Raffle Ticket wording to Deborah and committee. Also needed was the money to buy raffle prizes.

#### **5/. Grants/ Fundraising and Budget Update - Amanda Hardy/Effie Stevenson**

No grant applications received - Effie absent. £11,259.46 in account (**Amanda Hardy**)

Fundraising grants: limited discussion due to Effie's absence (**Kathryn Bourke**)

**Action: Kathryn Bourke** to contact **Effie Stevenson** (for next meeting) so that she can report back to the FOS to ensure that the FOS only focussed on applying to those grant providers from whom WBGS had not made successful grant applications previously and also to get examples of successful grant applications.

#### **6/. Update on Year 7 Fun Day**

**In Jeanette McLeod's absence, Amanda Hardy gave the update.**

Fun day went well, good weather, thanks to Jeanette and team for all the effort (including all those family members of the committee who came to help out).

Generally agreed that the Fun Day sub-committee should start preparation in January and all tickets for upcoming game events should be printed and on sale in the day of the event.

Headmaster's address on the same day worked well as more parents attended. All Committee members needed to try and attend on the day as it was a lot of work.

The Fun Day event:

- raised a profit of £2515.00, better profit than last year but also lots of stock was sold which had been left over from year before ( for example, padlocks); however lots of monopoly games still left
- there was a queuing issue due to food being cooked too slowly; consider issuing different colour tickets with different times to come to food counter to stop building up of queues. Also separate place where queue for food tickets from place where queue for food so two queues completely separate. Could ask school for a longer lunch break to allow more time for food
- should think about providing different colour stickers for each class so parents could easily recognise parents from the same class
- need to ensure class rep role, the committee roles and the upcoming events (quiz ) were well advertised and leaflets were available.

**Action:** Flyer sent out by school with introduction to Year 7 papers needed updating as out of date.

Thank about desirability of activity for younger kids attending with the parents.

### **7/ Update on Meeting on Social Links with parents** (*Kathryn Bourke*)

(*Deborah Bush, Luzia Lai, Anne Maria Farmsworth, Cheryl Kent, Jackie Cannon, Kathryn Bourke, Effie Stevenson, Susannah Huxham*)

No update provided.

**Action:** The smaller sub group of the Committee (see above) to report back next meeting as to the first event which should ideally happen next term, with planned diary of events for rest of academic year

### **8/ Upcoming events**

**Dance on 19<sup>th</sup> November** (*Archana Singh*)

**Archana Singh** confirmed that tickets at £20 were selling, but that she was going to need to extend the date by which they would be available to be bought. She was waiting to hear back from several of her contacts.

**Archana Singh** still needed to contact the site manager for the school for confirmation of late lock up and to contact the school need to ensure that there was access to the long benches.

**9/ Film Nights-** (*Deborah Bush*)

**Deborah Bush** floated the idea of 2 Family and Friends film nights per year, where put on films that Film Club had access to. Generally committee in favour.

**Action:** Needed to check covered by insurance.

**10/. Outstanding Matters from last minutes**

Matched funding and Golf Day - *Archana Singh*

**Action:** **Archana Singh** to report back on matched funding