



## AGS FRIENDS - MINUTES

Elected Committee meeting on Wednesday 17 April 2024, 6:00pm in the Sports Hall

### In Attendance

R.Thorpe, V.Bruton, H.Silcox, G.Farrington, J.Parry

#### 1. Welcome

#### 2. Constitution and registering as a Charity

VB shared the notes she had collated, and the committee agreed with the points made. A discussion took place about the positives and negatives of registering as a Charity.

A comparison of Parentkind's Constitution and the changes the committee made was completed and the changes were minimal.

The committee all agreed to go ahead with the Parentkind Constitution and to call an EGM which will take place Wednesday 15 May.

A 'Terms of Reference' to be used aswell, this is an expression of how the committee will be run.

**Action** - VB to write a 'A Terms of Reference'.

#### 3. Safeguarding Policy

Committee agreed that the Policy template provided by Parentkind was too generic. To be discussed further.

**Action** - JP to contact J Turner (Designated Safeguarding Lead) for advice.



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**Wednesday 17 April 2024, 6:45pm in the Sports Hall**

### **In Attendance**

R.Thorpe, Y.Bruton, H.Silcox, G.Farrington, J.Parry, C.Larsen, C.Vanstone, K.Ellicott, S.Mack, J.Ward, R.Turner

### **Apologies**

L Green

### **1. Welcome**

Everyone introduced themselves and their connection to the school.  
All agreed minutes were correct and accurate.  
No declarations of interest.

### **2. Update on Actions**

A discussion took place about the use of Facebook. It was agreed to wait until the results of the parental survey were received. SM suggested using satchell one for communication. VB has created a QR code which will be used at the Spring concert on a flyer.

A Whatsapp group will be set up for volunteers.

No update on the school lottery, this will be launched in September.

**Action** - CV to put a link to the survey on the school website and to ask RCP to include the PTFA are providing refreshments during the interval for the first time at the beginning of the concert. CV to add QR code to the program.

GF to collate further information on the school lottery.

### **3. Quiz night planning - 5 July**

RTu went through the catering options she had investigated and it was decided not to provide food. It was agreed to offer a licenced bar and sell snacks. A raffle will also be held. A suggestion was made for the timing of the quiz - 6.30pm to arrive, 7pm

start and to finish approx 9pm. Teams of 6 to 8 and aimed at families. A cost per head of £5 to be discussed further but no charge for under year 7's. Have an option to form a team or join a team. A suggestion was made to collect people's drink options when a ticket is brought.

Rtu and SM offered to create the quiz content.

**Action** - HS to ask PR to be quiz master.

RTu and SM to create quiz content.

JP to look at the cost of hiring glasses for the bar.

RTu to start to ask for donations and needs information off VB.

SM to do promotional information and needs information off VB.

GF to look at apps for booking tickets.

HS to find out how many tables can fit into the theatre, to make PTFA badges and create contact sheets.

CV to do a timeline for the quiz night working with VB.

RT to ask FC about risk assessments for events, eg first aider and reporting accidents. To also speak to the site team about the end time of the quiz.

#### **4. Any other Business**

Date of next meeting agreed Wednesday 15 May at 6.45pm in the sports hall. The EGM to be held before the general meeting begins to agree the Constitution.

JP to check prices we are going to charge against the price list and that no items contact nuts. VB to send price list.

VB will continue to create risk assessments and these will be used for the briefing of the event.

VB to write information for the Principals update, to include a save the date for the quiz and a request for any prizes.