

Friends of Skipton Girls High School

Agenda for next meeting at 630pm on Monday 5th December 2022

Present: Steve, Dawn, Jacqui, Kay, Joanne

Apologies: Alison, Claire, Jenna, Duncan, David, Nic, Matt, Martha

Notes	Actions
1. Review minutes and actions from previous meetings (attached from 17.10.22 outstanding items highlighted in yellow; no outstanding actions from 7.11.22)	
<p>Emma had provided the following updates via email:</p> <p><u>YBS Charitable foundation</u> - as far as I can tell we are not eligible for this for various reasons:</p> <ul style="list-style-type: none">• We would have to be nominated by a Yorkshire Building Society member or colleague• Funding requested should either help alleviate poverty, improve health or save lives• Donations to large capital fundraising appeals are not allowed e.g. fundraising for a minibus <p><u>Gift Aid</u> - I've completed the application for this with HMRC and am just getting all the accompanying documents together to send off. It can take about 6 weeks to hear back. We can then look at how we can use this in our fundraising.</p>	Outstanding action to look into details of funding from Skipton Building Society - Kay
2. Review of recent events	
<p>Recent events have been successful with funds raised as follows:</p> <p>Hamper £ 305.00 Family Games Night £ 987.74 Christmas Market £ 333.58 Total £1,626.32</p> <p>Donations from bar have been comparative to priced sales at previous bars.</p> <p>The card machine hasn't worked at any of these events. We need to resolve the cause of the problem. Joanne suggested school IT should be able to help.</p>	Emma – get card machine to Joanne to get IT to test and fix, or recommend options.
3. 150 Club update	
No update at this meeting.	

4. Update from Steve re meeting with Ms Featherstone	
<p>Steve had sent an email summarising his introductory meeting with Ms Featherstone. Key points:</p> <p>The school cannot afford to run a mini bus so this is off our fundraising list.</p> <p>She has encouraged Learning Directors to consider bids they might pursue.</p> <p>With her apologies for this meeting, Ms Featherstone expressed her gratitude to the Friends for making her feel so welcome at the family quiz night and for the amazing efforts that went into both the quiz and the Christmas market.</p>	
5. Finance update	
<p>Current £ in bank account: £8,343 See attached for more detail.</p> <p>Emma has identified fraudulent activity from the bank account. She has reported this to Steve and resolved with the bank. All losses have been recovered.</p>	
6. School fundraising priorities and selection criteria/process.	
<p>Applications approved since last meeting: Robotics £ 450.00 Art £ 200.00 Food Tech £ 470.80 Total paid this month £ 1,120.80</p> <p>We have received a request for a larger printing press from Art Dept.</p> <p>We discussed different options for allocating funds across a mix of larger and smaller requests, which are currently received at different times. We want to put a more robust prioritization and decision making process in place.</p> <p>The following is proposed and agreement is sought from those not at the meeting:</p> <p>Process</p> <ul style="list-style-type: none"> • Bids under £500 can be submitted by email but will be considered in line with submission timetable below • Bids over £500 must be presented at Friends Meeting by requesting department • Larger whole school projects to be proposed by Martha - set aside £4,000 per year 	<p>Steve to email Robotics to check they have received funds (we have not had any acknowledgement from them)</p> <p>Steve to respond to Art Dept to encourage them to complete a bid form for the Print Press by end January and that they will need to attend our meeting in February to present their bid.</p> <p>ALL – please email by 16th December if you disagree with the proposals for the new bid process.</p> <p>If all are in agreement – Kay to send Joanne wording re process and timetable in time for return to school after Xmas.</p> <p>ALL – please email if you disagree with the proposal to donate a further £1,000 to the hardship fund.</p>

<ul style="list-style-type: none"> • There will be two submission rounds per year with 31 January and 30 June submission deadlines. • All applications will be reviewed by Friends at meetings following the deadline – February and July. <p>Hardship fund: current donation of £1000 per year (funded by 150 club). It is proposed to raise this to £2,000.</p> <p>Other items paid in previous years: Rewards: £1,000 Y7 planners £?</p> <p>Joanne confirmed that Learning Directors have all been encouraged to consider bids.</p> <p>Joanne also gave an insight into some of the potential larger bids, which would benefit whole school: Stage lighting, sound and AV system to support school in putting on stage productions. Also a new drama cupboard is required by the drama club.</p> <p>We discussed involving parents and students in either proposing or voting for priorities. We are keen to engage both groups but acknowledge this needs to be manageable, realistic and retaining overall decision making with the Friends committee.</p> <p>Parents We consider using survey for parents – either to ask for open suggestions, or to vote on options. We agreed to consider this further if we have a number of larger bids to choose between.</p> <p>Students We discussed an idea to engage students through tutor group, where they prepare a proposal for what they would spend £500 on? All students will vote on their top 3. Friends will then decide on winner. We could retain the option to fund all 3 if we have funds for strong cases.</p> <p>All present agreed to go ahead with this.</p>	<p>Kay to provide wording Joanne to send to Tutors.</p>
<p>7. Festive social 14 December 2022</p>	
<p>Social – The Mess Room, from 7pm</p>	<p>Get yourself there!</p>

8. AOB	
<p>Valentine hamper – February. Sell during January, final ticket sales and draw at quiz night.</p> <p>Quiz night What date is in school calender for this? Joanne has since confirmed 3rd February 2023. We are concerned about tight timescale to prepare for the event. Having someone supply curry is key factor in determining whether we can go ahead on that date.</p> <p>Joanne suggested we ask Science Dept to do Quiz Night.</p> <p>If we decide to return to a priced sale bar we will need to get a licence.</p> <p>Mother's Day stall - March</p>	<p>All to collect prizes.</p> <p>Joanne to ask Nasreen (Food) if she would help again with curry.</p> <p>Joanne to ask Science if they will prepare and run the quiz.</p>
9. Date of Next Meeting	
Next meeting 630pm Monday 9 th Jan 2023	