

**Friends of Vyners
Committee Meeting Minutes
Tuesday 14th November 2017 at 7pm**

Present: John Davey; Chair - Vyners, Ania Naks, Clare Sims, Ela Nazari, Gail Harris, Helen O'Donnell, Jo Potter, Jodie Holland, Karen Thompson, Melinda Holden, Louise Hagan, Nadine Woodland, Parmjit Minhas, Rosie Woodbury, Sarah Jenkins, Shellie D'Arcy, Shephali Sillitoe.

Apologies:

Apologies were received from Alison Regan.

Minutes of the Previous Meeting

- The minutes from the previous meeting of 13th September provide an accurate reflection of matters discussed.

Matters Arising/Updates from the Previous meeting

- n/a.

Declaration of any other business

John Davey advised the group Stephali is unwell and therefore the Treasurer's report will be brought forward as the first item.

John commented how superb it was to see so many new faces and round table introductions took place.

John also introduced everyone to Rosie Woodbury one of the school teachers who will be working within the school on the Xmas Fayre.

Treasurer's Report

- Shephali took the group through documents which had been circulated ahead of the meeting.
- Approx 19k in funds today with 4k allocated to school minibus and approx 2k float and spend amount for PE bikes tbc. **Action: John Davey to ask school business manager to confirm exact amount to be set aside. Action: Stephali to go back through commitment to show what has already been spent and provide an update at the next meeting.**
- Match funding can increase school funds. **Action: all to check if they work/have family who work for a match funding company.**
- The financial year is 1 August to 31 July.

Refreshments & Event Feedback

- Ania provided an update - £123.65 raised at House Drama. Next event is the carol concert and may provide for sale hot chocolate and cookies.
- Carol Concert on 14th December – Ania to provide refreshments and helpers will be: Ela, Karen, Melinda for 1730 arrival, interval is at 1900. The event is from 1830 – 2000.

100 Club Update

- Karen updated the committee
- X2 21 members have left. Helen had feedback to Karen regarding rules for x300 or more however this no longer applied as now at x233 members.
- Draws took place as follows:

Oct 2017 Monthly £25

304 S E Violet
135 M A Johnson

Nov 2017 Monthly £25

37 Jenny Jessop
149 Karen Williams

Quiz update

- Jo Potter updated the committee.
- September was a very good evening - £580 raised, next one is on 24th November (inset weekend).
- John noted to all should anyone be able to provide match funding this can be taken – Vyners FOV can provide a letter.

Requests for Funding

- John Davey provided an update on funding.
- History – request to upgrade corridor with timeline of historical figures – has students' artwork and requires £200 to purchase frames. Will cover characters needs for GCSE/A level. This was agreed.
- DT – requested funding in part of approx 4.5k (new cost is 9k) for a new flat bed laser cutter, the old one is now broken and cannot be fixed. This will be for all students and is important for GCSE and A Level examinations and also has an impact on year 7/8 project. A discussion took place amongst the group. **Action: John Davey to ask Head of DT to continue looking for some funding from outside agencies/company sponsorships/second hand/STEM organisations.** Agreed in principle for approx 4k pending update on further research by Head of DT.

FOV Website

- John updated the group - Rosemary Bennett within school has been updating the front page and added previous minutes. **Action: Helen to send John minutes for previous year.**

Data Protection

- Sarah checked if we are ok from a data protection perspective to have group photos. **Action: at next large scale event (such as Summer Ball) tickets to have notice that photos will be taken for info.** However disclaimers may not work and agreement may need to be obtained.

FOV Xmas Fayre – 15th December

- Can take old £1 coins as banks still accept.
- Stephali and Sarah to count monies on the day – Sarah to bank.
- Rosie Woodbury advised all she has emailed year 7/8/9 tutors for stall info – a list was supplied to attendees. Tutors x38 are supervising and year 12 deputy house captains to work with different groups and staff. Year 7's will arrive first followed by rest of school.
- John suggested to Rosie that any outside events be monitored to ensure payments obtained.
- Event starts at 1445 for Year 7, 1500 for rest.
- Conference room booked for use all day – by John. **Action: John to book Conference Room for evening before as well.**

- Use of kitchen already agreed – by John. **Action: Ania to advise Caretaker, Laurence Seabridge of arrival time.**
- Squid to be used for food. **Action: John to ask Karen Williams (School Business Manager) to organise a suitably trained 6th former to operate the till.**
- It was agreed timings and jobs as follows.
 - Thursday 14th: Wrapping 2000 – 2130, helpers will be Jodie, Shellie, Louise, Nadine, Karen.
 - Friday 15th from 1300 onwards: Shellie, Louise, Karen, Sarah (for cash), Ania (for food).

Ickenham Festival Eve – 8th December, 1800 - 2100

- Jodie and Helen updated the group – this will be a bottle tombola with some chocolates/biscuits. The Lakins hamper (arriving into school) will be used for the event as the main prize. Two tables have been booked at a cost of £24 in the village hall. Helpers will be: Jodie, Helen, Karen, Sarah, Louise, Gail. Jodie to purchase raffle prizes, Jodie and Helen to wrap and sort tombola tickets. **Action: Jodie to set up whatsapp group to agree timings.**

FoV Fundraising ideas for 2017/18 and beyond

- John advised once the Xmas Fayre is over then discussions should start again re fundraising ideas. **Action: Helen to add to next agenda.**

Date of next meetings/events:

26th January – FoV Quiz night

5th February – House Music 5 – 7pm, FoV to provide refreshments.

6th February – **Committee Meeting**

16th March – FoV Quiz night (new date)

24th April – **Committee Meeting**

12th June – **Committee Meeting**

29th June – FoV Quiz night

3rd July – Year 7 intake