



MINUTES FROM 14th of January 2016 – NEXT MEETING 2nd of Feb – 19.00 – 21.00 – South Wing Conference Room


Present: Maria Demetriou (Chair), Kirsty Marks (Assistant Secretary), Guy Barker, Mary Russell, Anne Keogh, Rachel Royce, Susan Tzortzi and Vanessa Bell

Apologies: Miriam Clark (Secretary), Fabienne Canale (Vice Chair), Lucy Butterworth (Vice Chair), Louise Cluckstein, Fi Grainger and Keith Rampley

School support: Michael Egunjobi and Lauren Overs

Topics:

1. Quiz night
2. Phil the bag
3. International night/breakfast
4. Car boot sale
5. Fortitude
6. Comedy night

General Organisation	Owners	Actions	Notes
1. Quiz Night – Sat 27th of Feb			
Flyer	Vanessa Bell	 <p style="text-align: center;">(link for tickets still to be inserted)</p>	<p style="text-align: center;">QUIZ NIGHT</p> <p style="text-align: center;">Devised and hosted by Antony 'Tas' Tasgal With Steve Pemberton</p> <p style="text-align: center;">SATURDAY 27th FEBRUARY</p> <p style="text-align: center;">Doors 6.30 for 7pm prompt start, North Wing Hall, Creighton Avenue Entrance.</p> <p style="text-align: center;">Tickets £10 per person to make up teams of 8-10 people. Smaller groups will be arranged to make up a full team. Licensed bar. Bring food to share with your team but please don't bring your own drinks. Tickets to go on sale from the FSA, watch this space...</p> <p style="text-align: center;">Don't forget - Bring food to share with your team!</p>
Tickets	????	Can someone please set up a site for collection of monies -	

		http://www.goldengiving.com/home and to send link to Vanessa	
Announcements	Miriam Clark	Weekly School Newsletter to Jo Westley – jwestley@fortismere.org.uk	
Drinks Licence	Miriam Clark	To ask Sita McIntosh to set-up (sitamcintosh@gmail.com)	
Sound System and lights	Maria Demetriou	To meet up with Lauren Overs (Drama) to discuss (lovers@fortismere.org.uk)	
Tables	Michael Egunjobi (megunjobi@fortismere.org.uk)	25 tables and 100 chairs – tables in groups of 10	
Set up/Bar/Clear up	Miriam Clark	Volunteers needed Set up - to meet at 16.00	
Set up		Table Decorations	
	????	<ul style="list-style-type: none"> Rolls of paper/sellotape 	Last year this took a lot of time, can we buy table clothes?
	Maria Demetriou	<ul style="list-style-type: none"> Helium balloons – 75 	Please make sure that we have the Question sheets/pens?
	?????	<ul style="list-style-type: none"> Candles 	
	?????	<ul style="list-style-type: none"> Paper plates/knives and forks/serviettes 	
	?????	<ul style="list-style-type: none"> Crisps and plastic bowls for tables 	
	?????	Table plan will need to be created and displayed on the night	
	Maria Demetriou	<ul style="list-style-type: none"> Wine and prizes for event Trophy for winning team 2 bottles of champagne for Taz and Steve 	
Bar	?????	How much wine will we need – anyone remember?	
	?????	To buy: <ul style="list-style-type: none"> Beer/wine/ice and water 	We will not be selling soft drinks
	?????	Wine glasses to be counted to see if we have enough in storage	
	?????	To get buckets for ice from storage	
Petty Cash	Guy Barker	To arrange handover as will be travelling	

2. Phil the bag – drop off Sat 27th and Sun 28th of Feb – South Wing Entrance– Collected from school 2nd of March

Concept			To collect from students old clothes/sheets and bags (no duvets or pillows) we will get paid by the weight for these items
School Access	Anne Keogh	To confirm that it would be ok for donations to be dropped off at the school on Sat 27 th and Sun 28 th between 13.00 and 16.00	
	Anne Keogh	To check with Michael when the shipping container will be delivered	
	Anne Keogh	If container will not be here by the 27 th of Feb to confirm if there is an area where the donations can be stored	
Flyer/script	Vanessa Bell	To include what is accepted – to mention awards on script	
	Miriam Clark	Communication to go out before half term, the last day of term is Thursday the 11 th of Feb – to check that there will be parentmail?	This will give parents time to have a clear out over the holidays
Local press	?????	To advertise as a community project	
Volunteers needed	Miriam Clark	To decide how many will be needed	
Collection	Vanessa Bell	Collection will be on the 2 nd of March – between 09.00 – 16.00 Will request a 09.00 collection for minimal disruption to school Vanessa to supply them with her mobile number and to get the site managers mobile number	

3. International Night/Breakfast – TBC – April/May

Concept	Maria Demetriou	To connect with	Night - Families to bring food to share with all and entertainment £10 entrance fee Children could be ambassadors for countries Traditional dances – Irish/Greek/Break dancing/Hip hop We could get groups of parents to represent different countries and work together to plan their menu.
			Breakfast – Maybe a sponsored run, the winning college has a breakfast – it was mentioned by Anne that the college leaders would have to be contacted in good time
Drinks licence	Miriam Clark	To ask Sita to arrange when date is set	

