



MINUTES FROM 26th of April 2016

Next Meeting - Mon 9th of May– South Wing Conference Room

Present: Maria Demetriou (Chair), Kirsty Marks (Assistant Secretary), Lucy Butterworth (Vice Chair), Fi Grainger, Claire Robinson and Keith Rampley


Apologies: Miriam Clark (Secretary), Alexia Hodgson, Louise Gluckstein, Mary Russell, Andy Nairn, Guy Barker, Fabienne Canale (Vice Chair), Jim Muirhead, Amina Pfeufer and Vanessa Bell

School support: Anne Keogh, Michael Egunjobi and Gill Ward


Events:

1. Car boot sale
2. Comedy night
3. Fortitude
4. Fireworks

1. Car boot sale

Dates	Anne Keogh	Sunday 15 th of May and 26 th of June – 11.00 – 14.00	South Wing Car Park
Info			 <p>The poster for the Fortismere Big Car Boot Sale on Sunday 15th May 2016. It features the text: 'fortismere SUNDAY 15TH MAY 2016 BIG CAR BOOT SALE REFRESHMENTS STALL SOUTH WING ENTRANCE TETHERDOWN, MUSWELL HILL, N10 1NE Gates open to the public 11am-2pm £1 ENTRANCE - KIDS FREE STALL FEES, £15 PER CAR, £20 PER VAN. Set up from 9.30am. No vehicle access after 10.30am. In case of bad weather there is an indoor option. Limited places, to reserve your stall in advance email: Maria.Demetriou79@hotmail.co.uk'. It also includes logos for Fortismere School Association and Fortismere School Facebook page.</p>
Catering	Maria Demetriou	Tea/Coffee/Cokes and pastries - £1 each Coffee, tea, sugar, milk, pastries, coke - Maria Urns - water	To be near South Wing Canteen under the orange awning Kirsty to check with Michael if we can have access to the canteen for water and if we then can run extension leads to the urns from the canteen
Posters	Fi Grainger	To laminate posters	
Petty Cash	Guy Barker	£1/£5/£10	
Booking form	Maria Demetriou	To also inform when reserving a parking bay – they can bring their own tables	
Decorations	Maria Demetriou Vanessa Bell Kirsty Marks	Bunting and balloons at car part entrance	
Volunteers	Louise Gluckstein, Kirsty Marks, Claire Robinson Vanessa Bell and Lucy Butterworth		

2. Comedy Night – 16th May

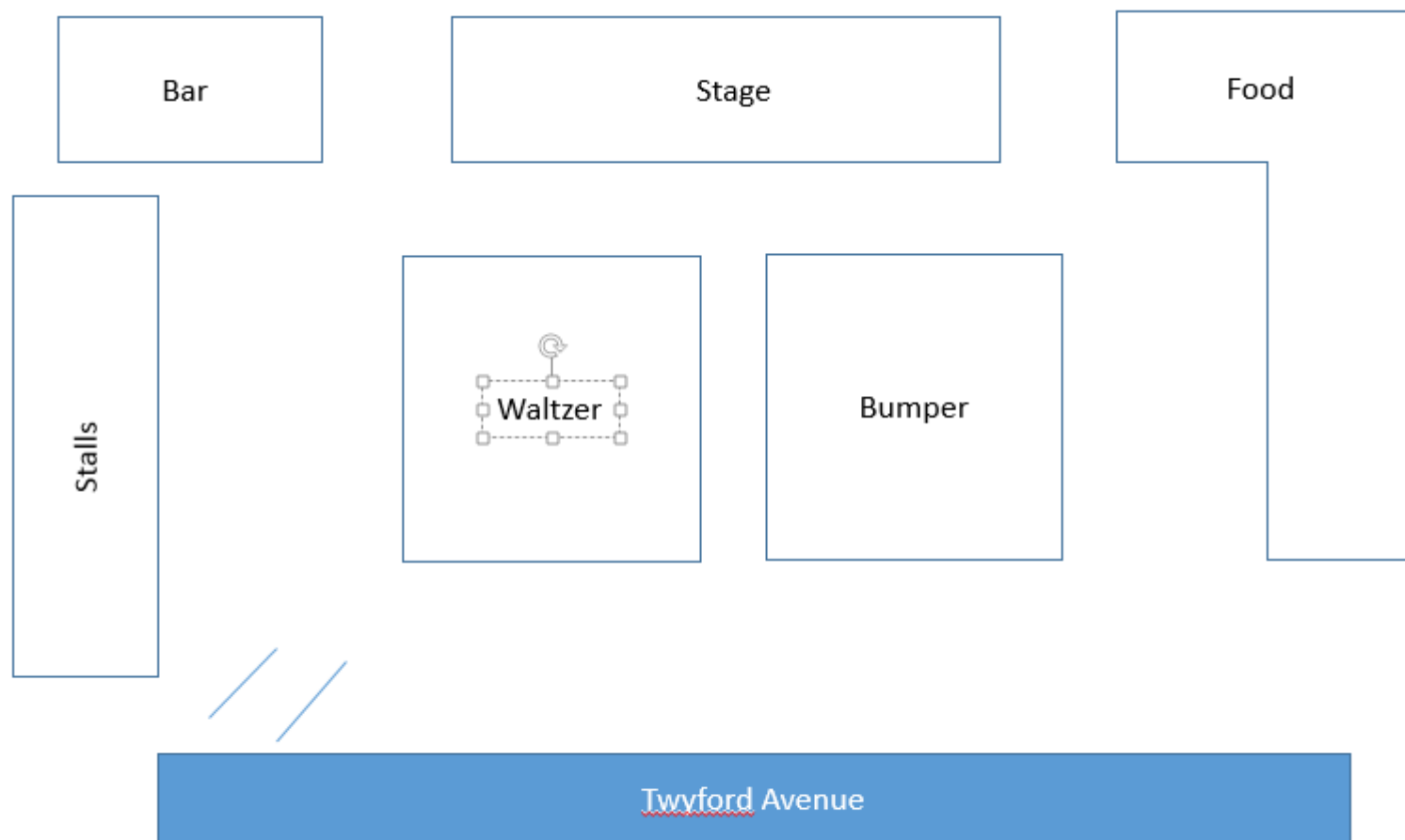
<p>Info</p>		<p>Phoenix - Kate MONDAYS - £300 plus VAT TUES, WED, THURS - £600 plus VAT SUNDAYS - £1100 plus VAT</p> <p>Fridays and Saturdays are limited and even more expensive.</p> <p>The maximum capacity is 255 and the Phoenix are also happy to help market the tickets on their website if that's of interest to you</p>	
<p>Availability of Phoenix</p>	<p>Andy Nairn</p>	<p>To contact The Phoenix to get some dates and then to reach out to Mark Maier on what dates will work for him</p>	<p>To maybe approach new parent Sean Lock</p>
<p>Raffle</p>	<p>Guy Barker</p>	<p>To organise</p>	
<p>Posters</p>	<p>Kirsty Marks</p>	<p>To print off poster and ask people to distribute at next meeting</p>	
<p>Form for the auction</p>	<p>Maria Demetriou</p>	<p>Needs to have; Name, email, phone number and description of item</p>	
<p>On the night</p>	<p>Maria Demetriou</p>	<p>To make sure the PA system and microphones are set up To have ushers making sure there are no gaps between seats</p>	
<p>Taz - Victoria Wood</p>	<p>Kirsty Marks</p>	<p>Email sent to Taz agreeing he can say a few words on the night – Kirsty dealing with this and informing Mark on how this would work</p>	
<p>Volunteers</p>		<p>None needed for the night – Phoenix have plenty of staff</p>	

3. Fortitude – 9th of July

Rides	Fabienne Canale	Danthers and they will supply their own generator	
Site plan	Chris Roche		
Marquee	Louise Gluckstein	Marquee – 1 to order – 6 X 12 onto the grass	Miriam to ask if anyone has access to a large marquee and gazebos Maria to ask OLM We need to do an inventory of how many gazebos we have – Michael do you know how many we have
PA system, stage and generator	Lucy Butterworth	To organise with Bart – stage to be 10 x 12	
Music	Lucy Butterworth	To liaise with Ms Ogilvy to organise music	
Ambulance	Maria Demetriou	St Johns to be booked – 12.00 – 18.00	
Police	Maria Demetriou		
Drinks Licence	Miriam Clark	Miriam has asked Sita McIntosh to set-up (sitamcintosh@gmail.com)	
Food stalls	Lucy Butterworth	No BBQ – too little return for the amount of effort – vendors to approach – Taxi burgers, Hog roast, Pizza/veg/, Tootoomoo, Caribbean, Majos and that chicken burger stall	Lucy to ask them all if they sell drinks
Dog contest	Claire Robinson	To organise with Pat Dugdale – remember she wants a radio mike and to confirm what time she wants to start – also maybe we could approach ‘Barkers’	
Stalls	Fi Grainger	25 stalls (not allowed to sell food or cake) No gazebos – bring your own Graffiti art? Maria knows an organisation that will organise all the stall for us – Stalls4all	We think we have 4 gazebos – 2 for book stall and 2 for parents cake stall – No big marquee £2k too much money

Tombola Stall	???????	Need to make sure this doesn't stop people ordering from the bar Could we have the (0-5 wins)	Miriam to ask for a volunteer lead for this stall
Salads	Mary Russell	There will not be a BBQ	
Tickets	Guy Barker	Kirsty to send an email to Amina, Guy, Miriam and Vanessa asking them to set up golden giving for the event Under 5yrs free £3 in advance £4 on the gate	
Raffle Stall	????		Miriam to ask for a volunteer lead for this stall
Martyn Gerrard	Lucy Butterworth	Lucy to finalise – Boards – Miriam needs to send out a request in May so they can go up early June	
Advertising - Archer		To remember we need to send to them in May so can go out in their June issue	
Silent Auction	?????		Miriam to ask for a volunteer lead for this stall
Compere	Fi Grainger	Fi to ask Emma if she will do this again	
Plant Stall	???????		Miriam to ask for a volunteer lead for this stall Maria to ask Sunshine Gardens if they will contribute and to ask Anne Keogh to write a letter which we can give to Sunshine Gardens if necessary
Book Stall	Gill Ward	The library and CoverUp(parent/staff reading group) will do this again this year	2 gazebos/4 tables and 2 chairs
Parent Cake Stall	???????		Miriam to ask for a volunteer lead for this stall Maria to ask Tesco if they will donate for Fortitude this year
Leaflet distributor		It was decided that will well not have the booklet this year, too heavy to distribute – will use a leaflet	Kirsty to ask Andy Allen if he will be up to taking the lead on leaflet distribution again
Banners	Vanessa Bell		
Site Meetings	Maria	To start have meetings with Anne Keogh and Michael Egunjobi to	To make this meetings not too late in the work day

	Demetriou Lucy Butterworth	discuss – School suppliers/Fencing/Toilets/Student ambassadors and ideas for heads of colleges	17.00
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Suggested layout

4. Fireworks – 3rd of November

Rides	Lucy Butterworth		