



MINUTES FROM 24th of February 2016

Next Meeting - Wed 23rd of March – South Wing Conference Room


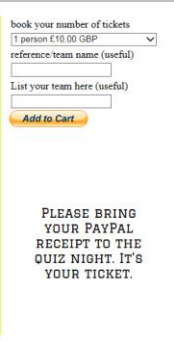
Present: Maria Demetriou (Chair), Kirsty Marks (Assistant Secretary), Mary Russell, Susan Tzortzi and Louise Gluckstein

Apologies: Miriam Clark (Secretary), Alexia Hodgson, Keith Rampley, Guy Barker, Fabienne Canale (Vice Chair), Anne Keogh, Rachel Royce, Lucy Fea, Chris Roche, Claire Bardner, Amina Pfeufer, Bobi Carley, Andy Nairn, Vanessa Bell, Lucy Butterworth (Vice Chair), Fi Grainger, Sally Stevens, Margo Buchanan, Elisabeth Slotover, Gillian White and Sharon Spierling

School support: Michael Egunjobi, Lauren Overs and Anne Keogh

Events:

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


General Organisation	Owners	Actions	Notes
1. Quiz Night – Sat 27th of Feb			
Flyer	Vanessa Bell		
Tickets	Vanessa Bell	To set up a site for collection of monies – moonfruit.com/	
Announcements	Miriam Clark	Weekly School Newsletter to Jo Westley – jwestley@fortismere.org.uk	
Drinks Licence	Miriam Clark	Miriam has asked Sita McIntosh to set-up (sitamcintosh@gmail.com)	Kirsty to print off and make sure displayed on the night
Sound System and lights	Maria Demetriou/ Vanessa Bell and Andy Nairn	To meet up with Lauren Overs (Drama) to discuss (lovers@fortismere.org.uk) We need to buy batteries for the Mics	We really need someone to check before we arrive and ideally be there when we are too. <ol style="list-style-type: none"> 1. Getting mics that work [sometime just batteries] 2. Linking laptop/PC to screen/projector 3. Making sure music is OK too It was decided that we need to learn how to use the

			system ourselves – Maria to set up a learning session with Lauren, to invite Vanessa and Andy who will try and get his techy friends to also attend
Photocopying	Kirsty Marks	The school will need the quiz sheets from Steve and Tas no later than the morning of the 22 nd of Feb Kirsty will now do the photocopying	anthonytasgal@yahoo.co.uk Carol Oddi – coddi@fortismere.org.uk - 02803654427
Tables	Michael Egunjobi	25 tables and 250 chairs – tables in groups of 10	(megunjobi@fortismere.org.uk)
Set up/Bar/Clear up	Miriam Clark	Volunteers needed Set up - to meet at 16.00	Set up - Lucy Fea/Kirsty Marks/Sally Stevens/Andy Nairn/Bobi Carley/Lisa/Vanessa Bell/ Rachel Royce and Maria Demetriou Bar - Kirsty Marks/Sally Stevens/Gillian White/Elisabeth Slotover/Gillian White and Bob and Kate Clear up – Sarah Needham/Rohan Hewavisenti/Maria Demetriou/Mary Russell and Susan Tzortzi
Set up		Table Decorations	
	Lucy Butterworth	<ul style="list-style-type: none"> Rolls of paper/sellotape/gingham table clothes 	Lucy to do a stock take
	Maria Demetriou	<ul style="list-style-type: none"> Helium balloons – 75 - ordered 	
			Pens - Kirsty Tie bin bags – Susan Tzortzi
	Lucy Butterworth	<ul style="list-style-type: none"> Candles/tea light holders 	Lucy to do a stock take
	Maria Demetriou	<ul style="list-style-type: none"> Paper plates/knives and forks/serviettes 	
	Fi Grainger/ Vanessa Bell	Fi will create the table plan and Vanessa with draw up on flipchart paper- Vanessa to send Fi log in details	Fi confirmed on track to finish this
	Maria Demetriou	<ul style="list-style-type: none"> Trophy/medals for winners and losers - ordered 	
Bar	Keith Rampley buying Miriam Clark arranging delivery	To buy: <ul style="list-style-type: none"> Beer/wine/ice and water In stock – 2 bottles of Presecco (possible for Taz and Steven) 5 bottles of Irish Whiskey – it was decided that perhaps whiskey would be better for Taz and Steven the other 3 bottles to be sold as single shots on the night - £2 	We will not be selling soft drinks White wine – to double the cost price to sell 3 x cases = 12 X Pinot Grigio = £12 5 x cases = 30 x Sauvignon Blance = £10 Red wine 3 x cases = 18 x Rioja = £13 6 x cases = 36 x Cabernet Merlot = £11 Beer (to buy more for 2016) – £3 144 bottles of San Miguel

		<ul style="list-style-type: none"> • 2 x cases of Guinness – close to their expiration date – Keith to make a donation • 1 box of beer – to be sold on the night • Many bottles of water - £1 • 6 bottles of Elderflower Presse - £1 per cup • 20 cans of Coke - £1 per can 	<p>We need to order 40kg of ice – ordered and will be delivered to school at about 17.00 on Saturday</p> <p>Miriam will do price list for the night</p>
	Keith Rampley	Keith confirmed there are enough wine glasses in the FSA cupboard	
	Kirsty	To get buckets for ice from storage	
Petty Cash	Guy Barker/ Andy Nairn/Maria Demetriou/ Lucy Butterworth and Amina Pfeufer	<p>Andy will get petty cash - £150 in £1 coins and £100 in £5 notes</p> <p>Maria and Lucy will count the takings and place in sealed envelope – Guy to pick up from Maria’s house</p>	

2. Phil the bag – drop off Sat 27th and Sun 28th of Feb – between 13.00 and 16.00 - South Wing Entrance– Collected from school 2nd of March

Concept	Kirsty Marks	<p>Textiles to be stored at 13 Tetherdown Road or FSA storage room</p> <ul style="list-style-type: none"> • 13 Tetherdown is the building next to the South Wing vehicle entrance 	To collect from students old clothes/sheets and bags (no duvets or pillows) we will get paid by the weight for these items
Flyer/script	Vanessa Bell	<p>Vanessa to mention awards on script</p> <p>We are now ready to design the flyer/script</p> <p>Here is a standard letter to parent written by Phil the Bag:</p> <p>PHIL THE BAG: Saturday 27th and Sunday 28th February between 1pm and 4pm. SOUTH WING CAR PARK</p> <p>We are always looking for new ways and opportunities to raise important funds for the school. We have signed up to an innovative fundraising programme called ‘Phil the Bag’, which recycles your old and unwanted clothing and turns it into cash for the school.</p> <p>‘Phil the Bag’ not only develops the children’s sense of enterprise but also teaches them about the importance of recycling and how we can protect the environment. Did you know that textiles make up 12% of landfill sites?</p> <p>This fundraising initiative also allows us to raise funds – the more clothing we collect – adult and children’s clothing, shoes, handbags, belts, hats, curtains, towels and household linen - the more money we will receive in exchange for these products.</p> <p>You can support our ‘Phil the Bag’ fundraising programme by donating your unwanted textiles bringing them into school on the Saturday 27th and Sunday 28th February between 1pm and 4pm. We have a collection area for the bags in South Wing car park, please bring your textiles in plastic bags such as bin liners.</p> <p>So if you normally throw out your unwanted clothes or have bits and pieces gathering dust in the wardrobe, please use them to ‘Phil’ the bag! Don’t forget to ask grandparents,</p>	

		<p>friends and neighbours to have a good clear out too! We accept all kinds of adult and childrens' clothing, hats, shoes, belts, handbags, and household textiles including sheets, pillow cases, duvet covers, curtains and towels.</p> <p>DO accept school uniform.</p> <p>DO NOT accept: Blankets, Bric-a-Brac, Duvets, Pillows, Sleeping Bags, Soft toys, Rugs, Carpet, Offcuts of fabric, Any WET items, Tent Canvas, No ripped or stained clothing Unfortunately we are also unable to accept towels, bedding and curtains from commercial organizations. E.g. Hospitals, hotels and animal sanctuaries. <u>PLEASE BEAR IN MIND THAT THE CLOTHING IS FOR RE-USE SO SHOULD BE IN A WEARABLE CONDITION.</u> The funds we raise can be used for vital resources and equipment within the school.</p>	
	Miriam Clark	Communication to go out before half term, the last day of term is Thursday the 11 th of Feb – to send as a separate parentmail?	This will give parents time to have a clear out over the holidays
Local press	Sharon Spierling	<p>To advertise as a community project, Vanessa to send all info to Sharon</p> 	<p>Press Street life – Maria The Archer – Sharon The Barnet</p>
Banners	Vanessa Bell	To be displayed at school entrance with timings and days	Maybe we could design ones that could be reused next year?
Volunteers needed	Miriam Clark	<p>To decide how many will be needed</p> <p>To ask if any of the donations are expensive and to maybe keep aside for the car boot sale</p> <p>If anyone can Twitter this event that would be great</p>	<p>Maria/Vanessa and Louise on Saturday</p> <p>Maria/Vanessa and Alexia Hodgson – Sunday the 28th between 15.00 – 16.00 - 07890067616</p>

4. Car boot sale

Dates	Anne Keogh	To check with site team and Saturday activities if these dates are feasible – 30 th of April and 25 th of June – 11.00 – 14.00 (16.00 if necessary)	Car park – North Wing – Maria to ask again if we can have the South Wing Car Park
Info		<ul style="list-style-type: none"> • £10.00 per car • To sell tea/coffee/pastries and crisps • Need to count the car spaces • To advertise in local papers, to include local community – Muswell Hill mums, Muswell Hill friends • Petty cash/urns/power • To ask colleges if they want a stall • Catering to be near the library – electricity/gazebos and bunting 	
Site plan	Chris Roche		Should the car boot sale go ahead, or if it would be of value for Fortitude, I would be willing to produce a scale plan of the site entrances, and the area normally used for stalls etc. This could help setting up the car boot pitches/food stalls etc. I would need to buy an ordnance survey plan at circa £17 to import into a CAD software programme – I could then overlay a scale grid, and enlarge to A2 so it can be printed as 2 A3 portrait prints to be joined.
Banners	??????	To be displayed at school entrance with timings and days	Maybe we could design ones that could be reused next year?
Advertising	Maria Demetriou		

5. Fortitude – 9th of July

<p>Info</p>		<p>Carters unlikely to supply rides for Fortitude as they are looking for a weekend gig to maximise income.</p> <p>They have offered to either rent our field for the weekend and have big funfair or for us to run Fortitude alongside and we charge £1 for entry that we keep and they do all the marketing) as part of Fortitude. Said unlikely but that I would run it past committee/School.</p> <p>(Carters looking very hopeful for rides for Fireworks though if we run on the Thursday before)</p> <p>Danters (who supplied rides last year for Fortitude) have approached us. (Waltzers & Dodgems @ £4500)</p> <p>They were very professional to deal with but pretty expensive and as we are now booking earlier (availability was an issue last year), we may have more choice in the market. I will ask for their best price.</p> <p>To be aware that they are part of "Showmans Guild" which I understand may give rights over a pitch if it has been worked on by the same fairground operator for two consecutive years. Whether or not it depends if they receive the takings or we receive the is unclear. But the whole idea of placing the school in a situation whereby we were stuck with same operator who could then potentially hike up prices, makes me nervous.</p> <p>Other companies from initial conversations, seem professional (will take up references if and when)</p> <p>I have spoken with Rides For Hire.com who are Sheffield based and have availability and offered rides at under £4000</p> <p>I have spoken with Rides For Hire.co.uk who are Essex based and have availability and offered rides for £4000</p> <p>Smaller rides/inflatables:</p> <p>There is also the possibility to source smaller rides/inflatables from these companies or to go back to 2015 supplier.</p> <p>What would be useful for me is to have some kind of agreement from Committee of how much we want to spend and to give me go-ahead to book the main rides so that we know we can proceed with 9th July for Fortitude.</p> <p>Also do we want to re-book Waltzers and Dodgems or something else? I am sure you would all agree that the Waltzers are to be repeated!</p>	
<p>Site plan</p>	<p>Chris Roche</p>		
<p>Rides/PA/Marquees</p>	<p>Lucy Butterworth</p>	<p>Rides PA and stage Catering Marquee Children's performances</p>	<p>TBC OLM TBC Muswell Hill TBC St James Saturday 25th June 12 - 3 pm Coldfall Saturday 25th June 12 - 3 pm Tetherdown 2nd or 9th July TBC Fortismere</p>
<p>Ambulance</p>	<p>Maria Demetriou</p>	<p>St Johns to be booked – 12.00 - 18.00</p>	
<p>Police</p>	<p>Maria</p>		

	Demetriou		
Drinks Licence	Miriam Clark	Miriam has asked Sita McIntosh to set-up (sitamcintosh@gmail.com)	

6. Comedy Night

Info		Tickets to sell for £25 To explore the option of have students do comedy as well	
Availability of Phoenix	Andy Nairn	To contact The Phoenix to get some dates and then to reach out to Mark Maier on what dates will work for him	To maybe approach new parent Sean Lock
		<p>Spoke to Jelena and Kate who look after the bookings. Basically the hourly hire rates for charities are as follows: 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, so I reckon a Monday or Thursday looks favourite and I guess we need 2 hours? I'll try to get their prices down a bit too. The other option is a revenue share with the Phoenix (ie no hire charge and an agreed split on tickets sales) but I reckon this could cost us more.</p> <p>They'll email me availability over the next couple of days, but Mondays and Thursdays in June for example are free (except 20th and 23rd).</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>I've spoken to Mark Maier and he reckons we'll need 2 hours as a bare minimum, but ideally the option for an extra half hour. He would normally have himself as comper, 3 comedians and a 10 minute break - which would take around 2.5 hours.</p> <p>He said a good budget would be around £200-£250 for a very decent comedian, but hopefully we can get Sean Lock for free. Cheaper comedians will be £100-£150 each but I suspect we'll need some recognisable names if we're going to sell 255 tickets on a Monday night!</p> <p>Assuming we sell out, 255 tickets at £25 each would generate £6375. We'll need to decide on our budget for comedians when we agree the date.</p> <p>I'll send over the dates when I get them. May/June would be ideal for Mark BTW.</p> <p>It has been decided to ask for the Monday the 9th or 16th of May for 2.5hrs – to pay the higher price for comedians and to think about maybe having a quick auction during the evening</p>	

7. Fireworks – 3rd of November

Rides	Lucy Butterworth		