



**MINUTES FROM 2<sup>nd</sup> of February 2016**

**NEXT MEETING Wed 24<sup>th</sup> of Feb – 19.00 – 20.00 – South Wing Conference Room to discuss the Quiz/Phil the bag  
And Wed 23<sup>rd</sup> of March – South Wing Conference Room**

Present: Maria Demetriou (Chair), Kirsty Marks (Assistant Secretary), Bobi Carley, Andy Nairn, Vanessa Bell, Lucy Butterworth (Vice Chair), Fi Grainger, Sally Stevens and Sharon Spierling

Apologies: Miriam Clark (Secretary), Louise Gluckstein, Alexia Hodgson, Keith Rampley, Guy Barker, Fabienne Canale (Vice Chair), Anne Keogh, Rachel Royce, Susan Tzortzi, Lucy Fea, Chris Roche, Claire Bardner and Mary Russell

School support: Michael Egunjobi, Lauren Overs and Anne Keogh

Issues

- We need to find help for Guy – Miriam to send out a request for a Treasurer
- We need a letter of status that we can send to Paypal – Guy/Andy
- Lucy to find the code from the bank statement for Paypal

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

			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
<b>Photocopying</b>	Mariam Clark	The school will need the quiz sheets from Steve and Tas no later than the morning of the 22 <sup>nd</sup> of Feb	<a href="mailto:anthonytasgal@yahoo.co.uk">anthonytasgal@yahoo.co.uk</a> Carol Oddi – <a href="mailto:coddi@fortismere.org.uk">coddi@fortismere.org.uk</a> - 02803654427
<b>Tables</b>	Michael Egunjobi	25 tables and 250 chairs – tables in groups of 10	Kirsty has asked Michael about capacity for the hall ( <a href="mailto:megunjobi@fortismere.org.uk">megunjobi@fortismere.org.uk</a> )
<b>Set up/Bar/Clear up</b>	Miriam Clark	Volunteers needed Set up - to meet at 16.00	<b>Set up</b> - Lucy Fea/Kirsty Marks/Sally Stevens/Andy Nairn/Bobi Carley/Lisa/Vanessa Bell and Maria Demetriou <b>Bar</b> - Kirsty Marks/Sally Stevens/Gillian White and Bob and Kate <b>Clear up</b> – Sarah Needham/Rohan Hewavisenti and Maria Demetriou
<b>Set up</b>		Table Decorations	
	Lucy Butterworth	<ul style="list-style-type: none"> <li>Rolls of paper/sellotape/gingham table clothes</li> </ul>	Lucy to do a stock take
	Maria Demetriou	<ul style="list-style-type: none"> <li>Helium balloons – 75 - ordered</li> </ul>	
			Pens Tie bin bags
	Lucy Butterworth	<ul style="list-style-type: none"> <li>Candles/tea light holders</li> </ul>	Lucy to do a stock take
	Maria Demetriou	<ul style="list-style-type: none"> <li>Paper plates/knives and forks/serviettes</li> </ul>	
	Fi Grainger/ Vanessa Bell	Fi will create the table plan and Vanessa will draw up on flipchart paper- Vanessa to send Fi log in details	
	Maria Demetriou	<ul style="list-style-type: none"> <li>Trophy/medals for winners and losers - ordered</li> <li>2 bottles of champagne for Taz and Steve – FSA cupboard</li> </ul>	
<b>Bar</b>	Keith Rampley <b>buying</b> Mariam Clark arranging <b>delivery</b> <b>Keith will not be at the Quiz</b>	To buy: <ul style="list-style-type: none"> <li>Beer/wine/ice and water</li> <li>In stock – 2 bottles of Prosecco (possible for Taz and Steven)</li> <li>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</li> </ul>	We will not be selling soft drinks <b>White wine – to double the cost price to sell</b> 2 x cases = 12 X Pinot Grigio = £12 5 x cases = 30 x Sauvignon Blanc = £10 <b>Red wine</b> 3 x cases = 18 x Rioja = £13 6 x cases = 36 x Cabernet Merlot = £11 <b>Beer (to buy more for 2016) – £3</b> 30 Budweiser

		<ul style="list-style-type: none"> <li>• 2 x cases of Guinness – close to their expiration date – Keith to make a donation</li> <li>• 1 box of beer – to be sold on the night</li> <li>• Many bottles of water - £1</li> <li>• Juice - £1 per cup</li> <li>• Coke - £1 per can</li> </ul>	40 Stella Artois
	Keith Rampley	Keith confirmed there are enough wine glasses in the FSA cupboard	
	?????	To get buckets for ice from storage	
Petty Cash	Guy Barker/ Andy Nairn/Maria Demetriou/ Lucy Butterworth	<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 27<sup>th</sup> and Sun 28<sup>th</sup> of Feb – between 13.00 and 16.00 - South Wing Entrance– Collected from school 2<sup>nd</sup> 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"> <li>• Kirsty to find out exactly where 13 Tetherdown Road is</li> </ul>	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><b>We are now ready to design the flyer/script</b></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, friends and neighbours to have a good clear out too!</p>	

		<p>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 <sup>th</sup> of Feb – <b>to send as a separate parentmail?</b>	This will give parents time to have a clear out over the holidays
<b>Local press</b>	Sharon Spierling	To advertise as a community project, Vanessa to send all info to Sharon	<b>Press</b> Street life – Maria The Archer – Sharon The Barnet
<b>Banners</b>	Vanessa Bell	To be displayed at school entrance with timings and days	Maybe we could design ones that could be reused next year?
<b>Volunteers needed</b>	Miriam Clark	To decide how many will be needed	<b>Maria and Vanessa</b>
<b>Charity collection</b>	Vanessa Bell	Collection will be on the 2 <sup>nd</sup> 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	Mr <b>Kevin Mustafa</b> , site & facilities manager has been informed and will have the entrance gates open and South Wing Foyer open on both days – mobile number: <b>07890515253</b> - kmustafa@fortismere.org.uk  We can set up the collection of items in the foyer

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

<b>Concept</b>	Maria Demetriou	Maria to connect with Mr P Rainey and confirm a date	<p><b>Night</b> - Families to bring food to share with all and entertainment £10 entrance fee/£15 per family or may £5 adult £2 child 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.</p>
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			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
<b>Drinks licence</b>	Miriam Clark	To ask Sita to arrange when date is set	

## 4. Car boot sale

<b>Dates</b>	Anne Keogh	To check with site team and Saturday activities if these dates are feasible – 30 <sup>th</sup> of April and 25 <sup>th</sup> 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
<b>Info</b>		<ul style="list-style-type: none"> <li>• £10.00 per car</li> <li>• To sell tea/coffee/pastries and crisps</li> <li>• Need to count the car spaces</li> <li>• To advertise in local papers, to include local community – Muswell Hill mums, Muswell Hill friends</li> <li>• Petty cash/urns/power</li> <li>• To ask colleges if they want a stall</li> <li>• Catering to be near the library – electricity/gazebos and bunting</li> </ul>	
<b>Site plan</b>	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.

<b>Banners</b>	??????	To be displayed at school entrance with timings and days	Maybe we could design ones that could be reused next year?
<b>Advertising</b>	Maria Demetriou		

## 5. Fortitude – 9<sup>th</sup> of July

<b>Site plan</b>	Chris Roche		
<b>Rides/PA/Marquees</b>	Lucy Butterworth	Rides PA and stage Catering Marquee Children's performances	TBC OLM TBC Muswell Hill TBC St James Saturday 25th June 12 - 3 pm Coldfall Saturday 25 <sup>th</sup> June 12 - 3 pm Tetherdown 2nd or 9th July TBC Fortismere
<b>Ambulance</b>	Maria Demetriou	St Johns to be booked – 12.00 - 18.00	
<b>Police</b>	Maria Demetriou		
<b>Drinks Licence</b>	Miriam Clark	Miriam has asked Sita McIntosh to set-up (sitamcintosh@gmail.com)	

## 6. Comedy Night

<b>Info</b>		Tickets to sell for £25 To explore the option of have students do comedy as well	
<b>Availability of Phoenix</b>	Andy Nairn	To contact The Phoenix to get some dates and then to reach out to Mark Meyers on what dates will work for him	To maybe approach new parent Sean Lock

