



**Minutes of Friends of Watford Grammar School for Boys Rickmansworth  
Road, Watford, HERTS, WD18 7JF**

**Held on Tuesday 20th January 2015 @ 7.30pm**

**Room L111 in the Main Block**

**Attendance**

**Amanda Hardy- Treasurer**

**Carole Boyle**

**Sharon Montgomery**

**Victoria Conquest**

**Salesh Melta**

**Sanjay Ashar**

**Archana Singh**

**Deborah Bush**

**Anne Maria Farnsworth**

**Paul Marmer**

**Rachael Spears**

**Danielle Wingll**

**Jeanette Mc Leod**

**Nayan Das**

**Howard Wall**

**Rita Gosrani**

**Apologies**

**Shiela King-Secretary**

**Tim Howes**

**Luzia Lai**

**Cheryl Kent- Chair**

**1/Welcome**

**The Chair, Archana Singh (AS) opened the meeting by welcoming the committee to the first meeting of the New Year. (AS) provided an overview of agenda items.**

**2/Apologies**

**The Apologies have been recorded by email and will be provided on the minutes.**

**3/Matters Arising**

**The plaques showing donations by Friends will be discussed later in the meeting.**

#### **4/Business Club**

Due to Paul Marmer (PM) having to leave the meeting early (AS) confirmed that his suggestion would now be discussed ahead of any other agenda items.

(PM) presented the idea of a Friends Business Club, he and Sanjay Ashar (SA) had been involved previously in a club in their sons' primary school. The club provided networking for parents at local venues to include a dinner and drinks in a private function room. The meal would be between £15 and £20 and a donation would be provided for the school. The activity attracted many interested in networking including the head teacher.

The committee discussed the suggestion and agreed that the club would benefit students through:

- Getting Sponsorship
- Work Experience contacts for the six form work experience day
- Using the contacts to provide services for events and fundraising

Effie Stevenson (ES) confirmed the forums for communication within the school:

- Twitter
- Website
- End of Term Newsletter
- Parent Mail (no cost)

Deborah Bush (DB) confirmed that the Friends have their own newsletter for internal communication.

#### **5/New Roles**

Both the Secretary and the Chair are new to Friends and their positions as Trustees. The Chair apologised to the committee for any delays and confirmed she and Germaine Matthews (GM) have been getting to grips with learning how the charity works. (GM) has met with Mr Mark Allcorn and as a result will be advising on new initiatives later in the meeting.

#### **6/Quiz Night Update**

Danielle Wingll (DW) presented on the quiz night and confirmed that whilst the quiz night was successful, it was 30% down on last year. The event sold 157 tickets, previously they had sold 190. It is difficult to know why; this could have been a change in quiz master. The profit margin was also reduced due to higher administration costs.

The committee discussed the quiz going forward and whether the committee needed to consider an alternative quiz master.

**ACTION:** An agreement was made for (ES) to check with the school to find out if the new Head teacher would consider hosting in future.

**ACTION:** The committee are to consider increased marketing strategies, including adding this event to the New Year 7 parent pack. (ES) to advise on the deadline for submission to this particular focus.

**ACTION:** Suggested date is 14<sup>th</sup> November. (ES) to confirm the school are happy with the date.

#### **7/Calendar**

Howard Wall (HW) presented on ideas of how to raise money through the sales of a school calendar, if they cost £2 each and sell at £5 the school can make £600. The idea would be for students to submit art work or photography as part of completion. (DB) asked if any medium could be used, (HW) confirmed this would be ok. After some discussion as to the theme, the group agreed for (HW) to choose and take the lead. The calendar would need to be ready for print in September so therefore need to be submitted by the boys in the first week back after Easter to provide adequate timings.

#### **8/The Grove**

(EF) confirmed that she had been unable to secure a free room hire with The Grove, and that their costs at £17,000 would not make the event cost effective. The committee discussed alternative venues including a Marquee. (GM) and Rita Gosrani (RG) agreed to report back on venue costs. The committee also decided to postpone to the event to June to provide enough time.

#### **9/Google Apps for Education**

(GM) provided an overview of a communication system that would support the committee to communicate in the future. Google Apps for Education provides encrypted emails for all the committee members, shared calendar facility for events and Google Drive – a shared document facility similar to Drop Box. The group has been provided with a free trial whilst Google review the application. The committee fit the criteria to receive this for free and may in future just require their status within the school to be confirmed by the school. (EF) confirmed this would be possible. (GM) will be setting up email addresses and sending out passwords to all members.

#### **10/Newsletter/Family Draw/Parent Helpers/Recycle**

(EF) asked the group what they are doing about the family draw as she had not been provided with details of the winners. Victoria (V) confirmed that she was new to the responsibility and would like some clarification on the procedure around this. As many members are new to their roles (GM) suggested a buddy system with responsibilities so that committee felt supported. (DB) confirmed she was happy to assist. (DB) discussed the recycle of school uniform and wondered if a computerised arrangement would be more beneficial. (DB) talked about additional help to serve tea to teachers on parent nights. (DB) talked about using a retail purchasing arrangement for a number of stores which provides revenue for Friends. Schools can make up to £1000.

**ACTION:** (GM) and Nayan Das (ND) to look into whether an online free cycle is possible.

**ACTION:** Rachael Spears (RS) and Jeanette McLeod (JM) to help next month with the parent nights.

**ACTION:** (GM) to talk to schools to see how popular the earning money through parent's purchases.

#### **11/Grant Items**

(ES) confirmed that the committee need to ensure Grant Applications are a standard item on the agenda. (EF) discussed the proposal with the Friends to purchase E books for the library at the

cost of £800. The committee questioned the type of books and requested further information. (ES) confirmed they would be fiction. The committee agreed the arrangement in principle but requested that (ES) provide further information on the application form at the next meeting to ensure the grant meets the committee's constitutional charitable objects.

**ACTION: (AS) to ensure this is on the next agenda.**

**12/Events for the year**

(AS) asked the committee to consider a musical event for Sat 28<sup>th</sup> March as The Grove had been postponed.

**ACTION: (AS) to investigate and research possible options prior to the next meeting.**