



**Minutes of the Meeting of the Friends of Watford Grammar School
for Boys (FOS),**

at

**Rickmansworth Road, Watford, Herts WD18 7JF Held on the 11th of
May 2016 @ 7.00 pm - L111**

Attendance

Archana Singh – Chair

Amanda Hardy -Treasurer

Rachael Speirs – Secretary

Andrea Allen

Deborah Bush

Victoria Conquest

Cheryl Kent

Luzia Lai

Jeanette McLeod

Mrs Phanishree

Mrs Stevenson

Apologies

Anne Marie Farmsworth

Kathryn Bourke

Danielle Wright

1/ Introduction - Archana Singh

2/ Minutes - Rachael Speirs

Minutes from previous meeting 22nd March need changing to reflect that the amount paid by the Friends for the filming equipment was £8,000 not £ 10,000 and in fact has just been paid.

3/ Update on Golf Day - Archana Singh

• Golf Day – May 12th

Jay Izzet ran the Golf day this year and despite all the confirmed all the publicity, few attended. The fundraising was saved by the significant sponsorship that Jay raised and Jay had to be congratulated for making a massive success of the day from a fundraising perspective and fun from the participants' perspective.

Archana Singh to report back on conversation with Rita on matched funding. Archana Singh also to liaise with the chairman of the Governors to ensure that any future golf days arranged by the Friends and the Governors did not clash.

The Committee extended thanks to Jay for all his work.

Action: Archana Singh to report back on matched funding

4/ Football tournament and Grand Raffle - (Andrea Allen/Deborah Bush)

Andrea Allen explained her concept of putting on a football tournament for the boys as a way of building up the school community. The Committee generally agreed with the concept but some further discussion needed to be had as to which years should participate, and when it should take place, and whether it should have some form of sponsorship. There was some discussion as to whether it could be held on the last day of term, on the rugby fields but there were drawbacks. It was generally agreed

that it should be limited to the younger boys, years 7 and 8. It was noted that there would be a need for first aiders.

Actions: Mrs Stevenson to check the viability of the idea with the PE Dept and the Head on whether the idea was viable and report back.

Raffle:

Deborah Bush confirmed that a sub committee consisting of herself, Mrs Phanishree, Luzia Lai and Bhavani Shah, had decided upon holding a raffle at Christmas on line, raffling 1 to 2 expensive prizes which would really appeal to the community of boys, (ipad, iphone etc). they just needed to advertise it now at next Friends' event. Prizes should be drawn at the last assembly before Christmas. Thinking about charging £5 to enter.

4/Grants and Budget Update - Amanda Harding/Mrs Stevenson

Mrs Stevenson had tabled a request for £ 8,000 for Cameras for the English Department and **Amanda Hardy** confirmed this was now paid. The request for Penguin Scheme books by the English department of £240 talked about in the last meeting could also be paid as payment been agreed by email. **Amanda Hardy** pointed out that the FOS still needed more funds to come in before making many further payments as a minimum of £5,000 needs to be kept in the bank.

All other Grant applications should be put in hold for the time being , including the Sports Department request for a grant to have some shirts professionally framed and displayed in the New Field Pavilion.

New FOS fundraising would continue to be toward the £10,000 required for playground equipment.

Amanda Hardy referred to the email she had sent about the missing Gift Aid donations from the anonymous funding given on fund raising websites to Mark Allchorn's cycle ride to raise money for the Mini bus purchase. As this amounted to approximately £2,000.00, it was agreed that an email to parents asking those who had donated anonymously could identify themselves so that Gift Aid could be claimed (as it was feared that the Gift Aid authority had come in too late to claim under any original authority).

Amanda Hardy reported back that she had looked into the cost of indemnity insurance to cover possible liabilities of being an Executive Committee on the PTA UK website and had come to the conclusion having read material on the website that it was not necessary to obtain.

Amanda Hardy had concerns over the administration of the Class Rep list and the Data Protection Act, would the FOS need some kind of data Protection permission as from the Data Commission Office as Data Holders? This still needs to be looked into, with the possibility of getting parents interested in getting involved opting out of Data Sharing.

Mrs Stevenson said that we needed to ensure that we didn't share parents' details on email to other parents as one parent had complained. We should use the bcc facility when sending emails. Only regular core members needed to have details of the executive committee meetings. Rachael Speirs reiterated that she had asked those people who didn't want to receive notifications of meetings to contact her by email and she would remove them. She had removed those from the list who had so requested.

5/ Update on Meeting on Social Links with parents on 23rd Febuary

The School has now provided more information as to roles and responsibilities of the Class Reps. These were to be looked at by **Rachael Speirs** and amended with a view to putting less emphasis on fundraising by making it optional to partake in fundraising and more emphasis on building a class community.

The Committee were agreed that the Class Rep role needed to be advertised at Year 7 Fun day, and at the first new parents meeting with tutors the following week. **Mrs Stevenson** confirmed that Year 7 tutors had been informed about the role.

Action: Rachael Speirs to look at roles list and revert

6/ Update on Meeting on Social Links with parents

(Deborah Bush, Luzia Lai, Anne Maria Farmsworth, Cheryl Kent, Jackie Cannon, Kathryn Bourke, Mrs Stevenson, Susannah Huxham)

The smaller sub group of the Committee (see above) met up on the 23rd of February and have prepared a survey to go to parents. The Committee was still awaiting final confirmation from the school as to when it would go out.

Mrs Stevenson to confirm back ASAP as to when it will go out. It was agreed that the results should also be advertised in newsletter and the relevant link should be sent through by **Deborah Bush** to **Susie Huxham** and **Kathryn Bourke** to do that.

The possibility of doing bikeability classes was discussed or even a parents and Kids bike ride **Deborah Bush**

Action: Mrs Stevenson to revert as to when survey will go out

7/ Update on Grants Kathryn Bourke

Kathryn Bourke absent pushed until next meeting.

Mrs Stevenson (for next meeting) to report back to the FOS to ensure that the FOS only focussed on applying to those grant providers from whom WBGS had not made successful grant applications previously.

8/ Upcoming events

Fun Day - 9th July

Jeanette McLeod had kindly agreed to run the planning. Planning was going well, but generally agreed that the Fun Day sub Committee needed a further planning day on Tigris evening of 8th June.

- Needed to ensure that there was a vegetarian option for food.
- Not sure whether it was necessary to sell school bags although they were a good earner.
- Husbands of Amanda and Jeanette had also kindly agreed to help.
- Need to ensure class rep role, the committee roles and the upcoming events (quiz) were well advertised and leaflets were available.
- **Rachael Speirs** confirmed that she would pick up the uniform for washing once Effie Stevenson had sent out a note to parents asking boys to pick up lost uniform. Could Effie kindly do this before Half term.

Action: Rachael Speirs to pick up clothing once note to parents about lost property sent out (**Mrs Stevenson** to confirm) and arrange 8th June meeting

Dance on 25th June

Archana Singh confirmed that tickets were selling but that she was going to extend the date by which they would be available to be bought. She was waiting to hear back from several of her contacts.

Mrs Stevenson would need to ensure that there was access to the long benches.

Archana Singh would also need to contact the site manager for the school to ensure late lock up.

9/ Newsletter Update -Deborah Bush

Deborah Bush reminded people that producing leaflets etc took quite a lot of time and effort and would ask that the committee not assume that she would be able to do all publicity as she wanted the right to be able to refuse to do publicity if she was too overburdened. Will continue to produce newsletter with **Luzia Lan's** and **Victoria Conquest's** help.