

MCS FRIENDS MEETING
26 November 2019

Attendees: Fiona McColgan, Harriet Jones, Sarah Hanks, Esther Lacey, Debs Morgan, Lisa Arnold, David Arnold, Melissa Kitt

Apologies: Cara Hopgood, Sally Chilton, Caroline Howard, Abbe Opher, Sarah Browne, Leanne Wakerley, Emily Ryder, Helen Johnson

Minutes of last meeting approved as a true record

Business

Finance Report given by Esther, please find attached.

Business

Harriet Jones voted onto committee as Vice Chair. Nominated by Fiona McColgan. Seconded by Sara Hanks.

Review of Quiz

Record amount raised due to:

The Early bird ticketing idea was very successful.

The increased cost for raffle tickets from 20p to 50p earned an extra £100.

Kitchen staff were very helpful, they kept the costs as low as possible for us and coped with all the last minute people. The committee would like to thank them very much for their help with this event again.

We also had some extra donations from people who couldn't attend.

The World Challenge Students were all excellent, we couldn't have run the evening without them. They made about £205 towards their group coach travel so it was worth their while.

2nd Hand Uniform

Stocks are running low.

Need to advertise that we need more donations.

Bridges are happy and are getting very positive comments.

Some donations have been taken straight to Bridges shop –tell everyone again that it needs to come to school reception first so that we can keep an eye on quality control.

Action: Fiona, advertise for more uniform – remind people to bring to school not shop.

Easy Fundraising

Flyer has been sent out although not all kids have received it yet.

Agreed it's worth continuing with.

July to September we earned £129.36

October to November we earned £102.24

New donatees are a bit low but we are hopeful more will join.

Fiona still looking to pass this on to another parent to run.

Action: Helper List, we need one parent to run Easy Fundraising. Fiona to support, if you are interested in giving us a small amount of your time then please email us at this address for more information. This is one you can do from home in your own time and you will not be expected to attend meetings.

Raffle April 2020

This will be our big fundraiser this year towards the Milk app.

We have already raised £800 so our raffle target is £2000.

If 400 families bought 1 book of tickets each = £2000.

Raffle needs to work a bit harder than recent years. Agreed we need to try and get some bigger prizes although it is a bit tricky as we just held the promise auction. We don't need loads of prizes just some good ones! Agreed we do not want to buy in a prize. Discussed having a raffle 'team' of Fiona and 2 others to find prizes. **There are over 170 people on our current Friends Helper List we really need a couple of you to step up and help on this.**

Sarah Hanks offered to create Excel spreadsheet to track prizes as they are donated.

Debs Morgan asked whether we need to be printing physical tickets or could we do a random number generator. We are registered with the National Lottery so Fiona needs to check the terms and conditions of their contract. Debs offered to research alternative options, such as a paperless raffle via ParentPay.

Action: Helper List, we need 2 more people to help get prizes, again this is another one that you can do from home and you will not be expected to attend meetings. Please email us at this address if you are interested in helping with this.

Action: Fiona to check T's & C's of lottery membership.

Action: Debs to research alternatives to printed tickets.

Action: Sarah to set up a prize sheet on our Dropbox.

50/50 Club

Melissa asked whether we should consider setting up a 50/50 club. It was agreed that this would be a great way to raise funds from those parents who can't attend our events.

However it was agreed that this would take some very careful planning and that we would need an accountant or someone with accountancy / book keeping experience to run, but it could be run remotely. It was agreed that our treasurer Esther already does enough and we need an extra person to run this.

Action: Helper List, one parent, preferably with accountancy experience to set up and run this with support for PR etc... No need to come to meetings, if you are interested please email us for more information.

Gift Aid

Kirstie (whose children have left the school now) is in the final stages of setting this up for us, it is a good way of making more from some of our donations and requires little input from us once it is up and running. We would like to thank Kirstie for her time with this. However it would again be useful to have someone with an understanding of accountancy to run this.

Action: Helper List, one parent needed, maybe with some accountancy experience to run this. Again no need to come to meetings, if you are interested please email us for more information.

Milk App

Debs reported that there have been a couple of mentions about it on Facebook pages where there have been some issues. Wondered if school keep a log of any issues?

Fiona has spoken to Mr Bird about Milk and school definitely want to continue using it.

Sarah questioned if all functionality is necessary?

Fiona to ask Mr Bird if any of these new functions are promotable.

Acted Action: Fiona has asked school for feedback on quality of service and new features: School have confirmed that they haven't had any problems from their side, most of the problems parents and children have are down to the username and password. There is a guide to MILK on the website <http://monmouthcomprehensive.org.uk/milk.asp>. They can also email school if they still need assistance and the MILK Administrator will be able to help them.

MILK developments have been very useful from the teacher end, it is now easier to add resources and there is a new 'appointment' function that will be used for an individual meeting or trip meetings. It is hoped that this function will be developed further so it can be used in the future for Parents Evening appointments.

Disco

Date agreed as **Friday 19 June**.

Request for a disco leader with full support of committee.

First we need to find a good (cheap) DJ. Sarah to ask Louise who she previously booked and how much they were. Discussed if there might be a parent who could do it?

Briefly discussed decorating hall and need for disco lights.

Discussed whether we want a theme i.e. 80s / 90's / Glastonbury?

Action: Fiona to book DJ.

Action: Helper List, we need a parent to offer to run the disco. Please email us if you would like to be involved with this.

Bingo Evening

Date for event is **Friday 27 March**.

Harriet has agreed to co-ordinate this event. She will: check bingo equipment – it is currently stored at Newland Village Hall; Get costs for Bingo books etc.; Rebecca Stoddard (MCS parent) already booked to be the Bingo caller; Discussed holding this event in the main hall, will think about decoration.

Discussed having food – maybe Nachos and Cheese – Fiona reported that Vivian from Taurus Crafts has offered to run the catering for this event.

Discussed bar – soft drinks sold quickly at quiz night coke, orange juice, lemonade in that order. Big bottles are cost effective. Ed from Kingstone Brewery kindly sold us kegs at cost price for the quiz which worked well discussed asking him again. Agreed need someone to organise the bar for this event.

Vicky from Monnow Marquees has asked if we need anything – discussed maybe asking for uplighters again as they worked so well at the promise auction but we need to keep a close eye on costs.

Action: Helper List, we are looking for a parent to offer to run the bar. Please email us for more information if you can help with this.

Next Meetings & Event Dates:

Friends Meeting – Tuesday 21st January, 7pm at school

Friends Meeting – Tuesday 10th March, 7pm at school

Bingo Evening – Friday 27th March

Summer Raffle – May 2020

Disco – Friday 19th June