

Minutes

Friends of HCSC Meeting

Monday 6th September 2016

Attendees: Alison Holland, Alison Bratcher, Julie Whitehead, Wendy Challis, Marie Holder, Helen Crotty, Amy Crotty, Marie C-M, Neil Cleaver, Pip Moore

Apologies: Deb Thompson, Patricia Lief

Absent: Deb Sinclair, Lisa Robins

Patricia Lief advised that she will no longer be continuing on the Friends of Hamble School.

Approval of Last Meeting Minutes & Matters Arising

1. We are still awaiting an invoice/update from the school regarding the TV. It was agreed at the previous meeting of 3rd August that we were prepared to pay the increase of £35 for the TV than originally quoted.
2. Deb T obtained a quote for similar picnic benches to that provided by the school, the only difference appeared to be that they weighed 1kgless. The quote Deb obtained would enable the school to have the full 12 benches they originally requested, rather than the 10 authorised at the last meeting due to the increase in cost. Helen C will ask Deb to show her company the school's quote to check that every other specification is the same, and then Helen will forward to Mark at the school for his consideration.
3. Helen C and Alison H have not yet met up to officially handover chair position, this will be done during October.
4. Marie has sent the letter to the bank to change the account name, but has yet to hear from them.
5. Charity Commission details all updated, just needed Wendy C date of birth which was obtained at this meeting. Marie has yet to meet up with Julie but will arrange this.
6. No invoice received yet regarding the Solar Film for Science block windows.
7. Still awaiting invoice re scales and apron from Mrs Bone. Neil was not aware that this had been approved so will inform Mrs Bone to go ahead with the purchase.
8. School council to be discussed at next meeting.
9. Neil advised that Lisa is chasing a decision regarding the flooring asap. They have decided that the carpet they requested would be left out during exams, rather than rolled up every day. Alison H will contact Eastleigh Borough Council to see how funding can be requested, and also if they can give us an idea on cost of Wildern Flooring which they provided funding for and which we would prefer to install as an alternative flooring to the carpet.

Financial Report

The balance on the accounts as at 6th September 2016 is as follows:

Current account	£17,796.55
Savings account	£2,542.84

Cheques issued for some firework items yet to be cashed:

Toilets	£417 (half the total amount)
Tickets	£720
Lighted products	£3173.33

Awaiting invoices as noted in matters arising

Current Funding Requests

There are no new funding requests.

Items of Business

Fireworks:

- There is a new map for the evening changing the disabled and emergency vehicle access. 80 volunteers are needed in total on the night, which Hamble need to provide half of. Previously the school provided litter pickers the following day, Neil will look into this. It was also suggested that he asks the departments who have received funding from the Friends of Hamble School this year to put forward volunteers for the evening.
- Amy reminded everyone to email over a list of friends or family who can help out on the evening within the next 2 weeks, so she can allocate jobs.
- Tickets are currently being printed and should be with Amy by the end of the week.
- The lights are £100 for a minimum of one week, despite us only needing them for 1 night. So this will be £600 in total for 6 units.
- The poster has come back from the Council, we originally requested our logo be big at the top but they have just written our name to theirs and have written it incorrectly as it needs to say 'Friends of The Hamble School'. Helen advised it could be possible cost issues with printing the school logo on the poster which we are currently getting for free. Amy will go back to the council to ask about our logo and also bullet pointing the list of sales venues, but if it cannot be changed we are happy to proceed.
- Debs has found 5 people to make cakes for the volunteers in return for a family ticket each. Wendy has a tea urn and will purchase disposable cups and tea/coffee/sugar.
- Pip has advised that she has a large gazebo we may be able to use for the lighted products stand, and also some tables.
- Risk assessments need to be done on the glow sticks due to containing chemicals, and we also need to put up warning posters around about eating them etc. It was suggested we take the warning sign off the packaging and copy it.
- We will need an additional float for the lighting products, Amy didn't have details of last year float totals, but suggested £2000 in total for the gates and lighting products. Marie advised we need to order £1 coins in advance from the bank,
- Wave confirmed we can pick what 3 days we want to advertise in our agreed package.
- Volunteers will be giving a security pass that will enable them to access the empire room and also to show for tea/coffee and cake.

Friends of Hamble School Website/Facebook group:

Helen confirmed that this was now up and running, and requested that we go on the page and like it. She still needs photos of everyone along with a small bio for the webpage.

Class List

Helen suggested everyone have a look at Class List online to read up about it, and asked that this be discussed the meeting after the fireworks.

Correspondence

Only correspondence received since the last meeting was invoices regarding fireworks as noted on the financial report.

AOB

1. Wendy asked if we could enquire with the school about the Quad Garden that we authorised funding for 2 years and ago for around £3500 and has yet to be done. Alison will advise school that we would like the money refunded to us within the next 14 days.
2. School open evening for next year 7 pupils is on 22nd September 5.30-8pm, Neil asked if we want a stand. It was agreed that we will and requested some volunteers for the evening.
3. Neil asked if we could consider a Year 11 Progress Zone where there would be laptops, desks etc to enable them to prepare for exams. It could also be made available to other years and be used as a common room. Expected cost would be around £14000-£15000. Alison asked that this be put on a formal funding form with a breakdown of the costs, and brought along to the next meeting.
4. Next years Prom, Neil will ask who is doing this, the date and if there is anything they would like us to do.
- 5.

Next Meeting - Monday 10th October at Hamble School at 6pm.

Plus a final Fireworks meeting arranged for 1st November at 6pm at Hamble School