

FRIENDS OF HOLY FAMILY TECHNOLOGY COLLEGE

Meeting held on Tuesday 3rd June 2008 at 7:30 pm in The Headmaster's Office, Walthamstow Site.

1. Apologies: Sue Ling, Chris Morris

Present: Mike Eames (Chair) Joanne Westerby (Minutes), Dr. Andy Stone (Headmaster), Joanna Sheehy (Assistant Head), Di Carey, Dave Ling, Mona Clarke, Michael Maynard, Neil Payne and Joanne Rogers

2. Minutes of Meeting of 6th May 2008 were reviewed.

The Minutes were agreed as being a true record of the meeting. Joanne Rogers said despite the emails from the Estate Agents we had contacted who had advised us that they weren't offering this service at the moment, Chris Morris believed that these companies were still sponsoring school events, however as they had refused us this time and we can not make them sponsor our fair, will try again next year and hopefully the economic climate will make them think of us more favourably. Any other outstanding items are covered in the Agenda for the current meeting.

4. Summer Fair

The date for the Fair was set as being Saturday 21st June 2008 12:00pm to 4:00pm.
Entrance Fee to be £ 0.50p per adult, children free.

- Raffle

Phil Caplan has been a wonderful and very patient help with these. He had emailed JW the proof of these and JS shall make sure of the prizes with Wendy first thing on Wednesday morning before asking Phil to go ahead with the printing of these. He is hoping that the tickets will be ready Monday or Tuesday of next week. The Year 7's and 8's are to be allowed a non-uniform day in exchange for £ 2.00 and 2 books of ticket stubs. Di shall drop tickets into JR for her to sell.

- Driving School

Joy from the Office has been able to find two Driving School people who are willing and insured to help us out as normal (Thank you very much Joy – you are wonderful as well!) Mike will speak to Joy direct to confirm how they want to be paid – whether as a percentage of takings or a one off fee.

Michael Maynard has offered to run this activity as in the past, he requested some form of firm barrier to help with the queue, and Mike E has said he can provide this. It was confirmed we have plenty of cloakroom tickets for this and other activities.

- Bid Stall

Dr. Stone and Joanna S advised that there had been a very poor response to the begging letters that had gone out so far. Gerry's list of people who had been approached in the past had not been found. Various suggestions from the committee of companies we knew had been helpful previously were given to Dr. Stone and JW said she would email him the addresses of the restaurants in Orford Road who had also been helpful in the past. Andy to get a further letter out the following day.

- **Advertising/Leaflets**

The School Council and JS to organise the production and design of the leaflets. JS to advise JW when ready so that she and Mike can collect. Mike to try Wood Street Business's for display of these, JW to try Orford Road shops and Shernhall Street businesses as well. They will both also ask St. Georges and St. Josephs respectively to put up the posters and include details in the Church newsletters. JS to speak to all assemblies and also at Staff meetings to promote the Fair and also to ask for volunteers on the day. JW to print some signs "Cake Stall", Refreshments in Hall etc.

We now have the stencils, sheets and paint to make the additional outside signs for the fair. JS to help Mike with these – will need to be done on the Walthamstow site – outside. The wording on the sheet was agreed as being:

Summer Fair
21st June 2008
450m on right →→

- **Feedback from School Council**

The students at the School Council meeting JW attended on the 23rd May were extremely supportive and enthusiastic. We asked them what they wanted to see at their Fair? One suggestion was a pool tournament, which could be done in the Hall, is quiet(ish) and they felt would be very popular, at the moment there are no pool tables within the school, however perhaps we could purchase a couple for use for next year, apparently they can be quite reasonable to buy from Macros at times, so worth considering for future. They also were very enthusiastic about the idea of a Football Tournament – JS said she would speak to the PE department about the possibility of helping organise one of these for us during the Fair. JS will ask Yr 8 pupils to help with the various manning of activities, she shall ask them to be with her from about 11:30 and she will allocate them to wherever necessary. Some pupils may be with us for just an hour or so, others all afternoon. All help gratefully received. She also suggested the idea of having an "Open Mike" session in the hall, it was felt that this was a wonderful idea; pupils could be charged to view as well as operate the Mike for a set period, JS to be in charge of this.

- **Sound System**

This needs to be checked as soon as possible to ensure that everything is working for the day – Di to speak to Nick about this.

- **Plan of Layout**

It was suggested that this was not possible to be done until the night before or even the day of fair due to uncertainty of the positioning of the inflatable. However it was suggested that the Cake Stall should be in the Hall with the Refreshments, cooler and more logical.

- **Things needed to buy**

Di confirmed that the rolls have been donated. Di shall speak to Wendy about burgers and sausages – to ask if they have been donated or could she get them for us – we will obviously reimburse any costs incurred. Di will also ask Wendy if the Chinese food is being sold this year. Mike to phone Maggie to ask what her and Jean want us to provide for them or to confirm that they are going to be getting all that they will need for the refreshments. Neil will get the coconuts for the coconut shy. Neil offered to run either the Stocks or Coconut shy. Dave to get the footballs, J2O's and other drinks if needed. Dr. Stone to donate a bottle of whiskey or similar for the gate prize.

Charcoal to be checked if ok when looking downstairs. Neil to check at St. Helens as to whether they have the stocks or we do. Dave confirmed that the wooden blocks and stand for the smash and crash was all right for this year.

3. Dates of Incoming Year 7 night

JS and Dr. Stone confirmed that they would be holding two incoming year 7 nights, one on Thursday 3rd July, one on Tuesday 8th July 7:00/7:30, as the 8th July was being planned as being purely for parents, was likely to be more relaxed and so Mike and JW shall cover this one.

Any Other Business

Di advised the committee that the group going on the school trip to China end of June would be having a Quiz night on Saturday 14th June on the Wiseman Site and all were welcome to attend for this fundraising event.

At the next meeting it was suggested that ideas for the new school year would be discussed.

Date of Next Meeting

It was agreed that the next meeting should be Tuesday 15th July 2008, in the Headmaster's office, on the Walthamstow Site at 7:30pm.