

## Minutes from Friends of Radnor House Meeting

Monday 5<sup>th</sup> June 2017

Apologies for absence: Kristina Redhouse, Sarah Luckham Down, Lisa Conway, Melissa Edwards, Helen Vaughan

Welcome; David Paton, Patrick Crossley, Rebecca Watson, Hayley Lindsay, Helen Beckerson, Angela Downey, Vicky Johnson, Dawn Francis, Kara Dellow

### Summer Festival:

£800 worth of tickets sold to date

10 staff ticket requested

DP suggest selling on the gate at school run to prompt parents to purchase tickets. Previous experience shows that standing at the car park helps. Reception parents feedback suggesting that timing of festival is too late. However other committee members suggested that children in younger years likely to arrive on opening and leave earlier. No expectation to stay for the whole event.

### Actions:

- Ask class reps to prompt parents to purchase parents
- Hayley offered to help for an early start catching senior parents.
- DP suggested asking pupil to help; eg year 6's to help stand at gates at drop off.
- RW keen to explore an online payment system for future events.

Start 5pm: with Kids entertainer and disco. Food on order: Westerham Scouts booked for Burgers and Sausages. Waffle van booked. School pupils involved in music events. Disco booked. No lazer gun. Jousting and bungee jumping instead. 3 inflatables, teacups and trampolines, face painting, candy floss Pimms tent organised. Beer in bottles, Wine by the bottle, lager draught. And alcohol free tent to ensure young pupils away from Alcohol. Agreed on sale and return. AD asking for clarification on payment - HB confirmed paying up front.

AD great job in securing prizes for raffle - over 100 prizes donated including Brindisa. Cheese Hamper from Cheese shop in Germain St. Hilton offered afternoon tea. Raffle price tickets are £25. Tickets sold prior to the event require a lottery licence. Is there any way to get around this? Can we stretch this out to another event eg summer celebration. AD highlighted that some prizes are perishable. DP concerned about target of selling 100 tickets in one evening at £25 each. Programme has been sent to printers, additional changes difficult

### Actions:

- Need to communicate that everyone wins a prize and value of range of prizes.
- Proforma required with all details pre printed to approve adding cost of raffle ticket to school account to make things easy for parents
- Suggestion to sell voucher or token in advance to then exchange on the evening for a raffle ticket.

- HB reviewed Licence and takes 16 weeks to secure a 'lottery' licence. Agreed advance communication of amazing range of prizes to win a prize.
- 7pm: Celebration for the school - DP to advise - select pupils
- Becky to sit with Helen to determine floats required - rough estimate £2000 required. Bank requires a weeks notice.
- Notice up prep notice boards for help with the few stalls.

Music: First set from funk collective. Followed by Will etc. Second set until end at 10pm

Toilets booked (good event portaloos), delivery Friday 16th and requires payment on arrival.

AD asking for detail on disabled access. DP approving parking up by main school building for disabled access.

### **Second Hand Uniform Shop**

Parents asking what to do with used uniform. Not starting shop yet as insufficient stock. Will be re-opened when enough stock. Pricing to be determined. Location of shop to be agreed. Work in progress - RW to keep committee informed going forward.

### **Dragon Boat Race: 9<sup>th</sup> Sept.**

Poster has gone up to recruit for team. **DP / PC to confirm team captain.** 16 crew minimum. Just giving page to be set up but have to wait until charitable status is confirmed. HB confirmed - FoRH7 is now confirmed as a charitable status with a charity number.

Class reps for 2017/18: Need to start confirming reps for next year. To be raised at next class reps meeting

AGM; Agreed to move to meeting to a Tuesdays. Date for AGM proposed as Tuesday 26<sup>th</sup> Sept proposed to allow time to confirm how monies are divided up amongst various charities. All are welcome. VJ to confirm date of Christmas Festival.

Thank you!