

Friends of Fishergate

Minutes held on Thursday 16th April 2026 in Tamsin's home at 7:00pm

Attendees: TW, FM, AB, AT, BS, KW

Absentees: none

Matters Arising		
Item	Notes	Actions
Fishergate School Family Quiz	<p><u>Speed Quiz planning</u></p> <ul style="list-style-type: none"> Discussed poor WiFi signal in school hall and effects on smartphones during the quiz - Dan should be bringing booster to combat this issue Bring back up questions, papers and pencils? Prizes - the group agreed that it is more about the glory of winning rather than the prize, will purchase 6 small prizes (box of Roses chocolates, family-size Haribo, etc.) <p><u>Event preparations</u></p> <ul style="list-style-type: none"> Food preparation and hygiene – cook as thoroughly as possible beforehand, Bring probe for food temperature checks Make signage for gate and Year 3/4 door Purchase soda drinks, need to bring a measure, 4 bottles of cava (8 pours), cans of coke, own brand lemonade, fizzy orange, fruit shoots Put jugs of cold water out Decide on pricing for wine and soft drinks once Tamsin has purchased Plan water for children Buy paper plates, cutlery and serving spoons? Or bring our own? Crisps to sell, leftover chocolate rabbits <p><u>Quiz day timeline</u></p> <p>4:00pm Cooks arrive -</p> <ul style="list-style-type: none"> Finish food prep and reheat dishes Set meat dishes at one end of the buffet and vegetarian at the other end Set out serving spoons Set jugs of water and disposable plastic cups out <p>5:00pm Team arrives to set hall up</p> <ul style="list-style-type: none"> Amy advised we bring extra tables up from downstairs for buffet, brewery, our drink sales and the quizmaster's station Set up buffet tables in centre Set up remaining tables around the buffet, on either side, 8 chairs to a table Chalkboard signs for pricing (£4.00 a pint, other drinks, crisps, etc.) 	<p>Tamsin – ask Dan to confirm he is bringing signal booster - time for his arrival and set up needs?</p> <p>Tamsin - buy 6 prizes</p> <p>Tamsin - order soda, 4 bottles of cava, cans of coke, own-brand lemonade, fizzy orange, fruit shoots</p> <p>Tamsin - order paper plates, cutlery, serving spoons, (napkins?)</p> <p>Tamsin - ask about accessing downstairs toilets by lift - how can we bypass the locked door to the lift?</p> <p>Tamsin – ask Tom to bring extra ice for our soft drinks, fruit shoots, etc.</p> <p>Arrange locking doors with the dance instructors downstairs? Steve won't be available</p> <p>WhatsApp comms – share speed quiz app</p> <p>Amy – can the sweet potato dish be cooked beforehand and reheated at school?</p> <p>Amy – laminate flyers labelling dishes and sharing allergen info</p>

	<p>6:00pm Doors open</p> <ul style="list-style-type: none"> - Need 2 people on the door for speedy ticket-taking - Need 1-2 for soft drink and crisp sales <p>** Welcome and safety announcement (Tamsin?)</p> <ul style="list-style-type: none"> - Fire safety protocol - See us for allergen issues - If you need to leave early, this is a family-friendly quiz so feel free to duck out early if you need to - should finish up by 8:00pm <p>6:30pm Quiz begins</p> <p><u>QUIZ ENDS</u></p> <ul style="list-style-type: none"> - Clear up - Lock school doors <p><u>Other items</u></p> <ul style="list-style-type: none"> ● Kelly kindly offered to help get people settled into teams and check phone apps are ready for the quiz ● PAT testing with Mick discussed, shouldn't be a concern for this event's electrical needs ● Sales won't be taken at the door ● Toilets - mid-level children's toilets available and two stalls by the office downstairs for grownups - need to be sure adults can access lift (door to lift is always locked!) 	<p>All - decide on drinks and crisps pricing once purchases have been made</p> <p>Andrea - create sign for door</p>
<p>Book vending machine</p>	<p>To avoid paying £510.00 towards converting the machine to accept card payments, we think the machine should retain its default token capability and ask the school office to sell tokens to families in school.</p> <ul style="list-style-type: none"> - This would be made easier if Friends of Fishergate purchased a SumUp card payment machine for the school office's use (currently on sale for around £50) 	<p>Tamsin - respond to Dave with our thoughts</p>