

Friends of Harwood Hill

AGM - 7th September 2017

Location Harwood Hill JMI & Nursery School
Harwood Close
Welwyn Garden City
AL8 7AG

Date 07/09/2017 19:30

Present

Sarah Dyer, Nerine Hammond, Carolyn Jones, Julia Grizenkova, Cynthia Palmer, Louise Arm, Tom Taylor, Alison Hockley, Sarah Shaw, Mandi Amos, Helen Wynne

Agenda

1. Apologies
2. Chair's report
3. Financial report 2016/2017
4. Resignations
5. Election of members
6. FOHH Code of conduct
7. Outdoor project update/review
8. Welcome picnic
9. Outline of events for the year
10. Fireworks
11. Funding sources
12. AOB

1. Apologies

Agnieszka Vickers
Gail Burt

2. Chair's report

We've had a lot of change recently and we all lost a lot of energy towards the end of last year - hence why we did not manage the Summer Fair. Need some big events to be successful or we won't be able to fund the outdoor project. In fact, we'll almost certainly need external funding to help us complete it in a reasonable timeframe. Given that our core numbers are so low, I propose that we don't try to do more than one major event each term,

and when including smaller events, try to limit it to one event total per half term, to avoid burn out.

Outdoor project volunteers haven't heard much, so we need to email them all to get them updated and retain interest.

We had some reports of an excess of ice cream sales in the summer term, but ultimately these are easy fundraising events to hold and they are far from obligatory. Moreover, there is only a limited time in the year that we can effectively run these.

We should also work to raise our profile as much as we can, with suggestion to include updates in the weekly school newsletter (to discuss with the school).

3. Financial report 2016/2017

We are currently in a strange state due to the transition between bank accounts and the addition of the PayPal account for online payments. However, overall our balances stand at;

HSBC	£ 15,112.49
Natwest	£ 210.00
PayPal	£ 1,844.70
Total funds:	£ 17,167.19
Total at start:	£ 13,076.93
Increase over year:	£ 4090.26

Money Raised from Events

We ran a number of events through the year, with varying degrees of success.

Discos (Autumn and Spring)	£ 530
Fireworks (Autumn)	£ 5,533
Easter Egg Hunt (Spring)	£ 200
Film Nights (Spring and Summer)	£ 645
Camp Out (Summer)	-£ 152
Ice Cream Sales	£ 209
Donations	£ 50
Total raised through events:	£ 7015

Items Purchased / Funding Provided

We used funds raised to buy a number of items in support of the school, children and the FOHH which are listed below;

School Pantomime	£ 888
Nursery Entertainer	£ 150
Sports Kits	£ 765
Y6 Leaving Books	£ 100
PA System	£ 625
Equipment for events (BBQ supplies, lights, etc.)	£ 200
Hot Water Urn for events	£ 60
Total spending	£ 2788

Challenges

- Outdoor project goals have a high overall cost, which limited our ability to spend on other school projects. This needs consideration this year.
- Heavy reliance on school run events. Maybe need to consider external funding.
- Changes in school budget rules, mean that school is unable to part fund entertainment events for the children going forwards.
- Unexpected shortfall in Year 6 Leavers trip and changes to school budget meant we had to step in to make up the difference (*invoice from school still pending*).
- Unclear how to allocate funds fairly during 2017/2018 year given above constraints.

Discussion

- HW: Suggested we allocate a split of the budget for outdoor project, school and general spending.
- LA: To try and find out more information from the school on trips and projects they'd like to run so that we can plan more effectively.
- TT: Suggest a minimum 50% to outdoor project, but deferred discussion to agenda item 7.
- General agreement that we need more focus on external funding this year.

4. Resignations

- SS: Having difficulty finding time to write up and circulate minutes and would appreciate help from the group.
- TT: Suggested we take it in turns to write up and circulate.

5. Election of members

- All committee members re-elected, no new volunteers;
 - Chair: Tom Taylor
 - Vice Chair: Helen Wynne
 - Treasurer: Sarah Dyer
 - Secretary: Sarah Shaw
 - Alison Hockley: Marketing

6. FOHH Code of conduct

- TT: Suggested a code of conduct would be good practice to have in place for FOHH members. Will circulate a proposal in next few weeks.
- General: Data Protection and what steps we need to take;
 - Admin access to FOHH website should be limited to main committee (with exceptional access granted to event organisers if required).
 - TT: PayPal data includes additional customer data which we must exclude from any general reports. PayPal access generally should be limited to Treasurer and one other committee member for the same reasons.
 - TT/AH: To produce a set of DP guidelines and look how to safeguard any data we are holding.

7. Outdoor project update/review

- Library cost: **£11,500**
Covers container, refurbishment, electrics.
Planning permission not required, but we will need building regulations to be signed off.
- Library total cost: **£17,000**
Includes delivery, canopy, decking, doors, path and groundworks.
- Total project budget: **£30,000**
- Should be able to save the VAT if we can pay via the school.
- LA: Her husband's work may have a container (currently used as an office) that they may be prepared to give us.
- HW: To circulate proposal art.
- Have been collecting materials and resources over the summer for other projects.
- We should focus on the pond area, sensory trail and gardening, and apply for external funding to accelerate the library.
- HW: Asked for help in procurement/funding. SD volunteered to assist along with efforts already being made by AH.
- Outdoor project sub-committee to be formed including AH, CJ, LA, HW, SD

8. Welcome picnic

- Will take place on Saturday 23rd (School has incorrectly communicated the 16th) from 12:30 - 2:30.
- Bring your own food, drink and picnic blankets.
- AH: Will send out an invitation letter with all details.
- Suggestion we do a balloon launch to close the picnic with labels to return - maybe a prize for the furthest balloon. Returned tags can be read out in assembly.
- TT: To organise helium and balloons.
- CJ: Offered to help with labels.
- LA: To check with YP if we can have access to the external toilets.

9. Outline of events for the year

- Picnic: As above.
- Film nights - can we separate into infant and junior events so that all age ranges can enjoy? Aim for February, before half term.
- Fireworks: 3rd November
- Disco: Can we run one in December? LA to check.
- Disco: Aim for a second in the summer term.
- Easter Egg Hunt
- Summer Fair: Will need to start planning at the start of 2018 and make it a really significant event. Run on Saturday instead of after school. Sell pitches for stalls. Face painter.
- Camp Out: If we run this again we must make sure we can reduce the cost and make a profit. The big challenge is the food side of things. Can we simply not supply food and require people to bring their own? If so, we probably cannot provide cooking facilities (people will not be able to bring their own). Will need a lot more planning closer to the time. Also; do not run this on Father's Day, but aim for another weekend.
- One parent had suggested a beauty / ladies night as being very popular when held in another school. Would this be something we could run as a stand at the Summer Fair?

10. Fireworks

- Going ahead on Friday 3rd November.
- TT: Has already booked "The Fireworks Firm" - which is the same company behind our displays the last few years.
- Two displays, one quiet, one loud.
- Time before to buy food, glow sticks, etc.
- We will not do our own food this time due to the effort and time (and volunteers) involved. In addition most of the volunteers last year missed the fireworks completely.
- We will get catering vans instead and charge them £50/75 a pitch (investigate costs).
- Also aim for a licensed bar this year as this has proven profitable elsewhere.

- AH: Has some contacts for catering vans which she will share.
- Sub committee volunteers: LA, TT, CJ, NH, SD
- First sub committee meeting on Friday 15th September at 13:30

11. Funding sources

- Wide acknowledgement that this is an area we have overlooked in the past.
- To progress the outdoor project in a reasonable time frame we really need additional external funding.
- Lots of options, such as the Coop scheme, Waitrose/JLP, Tesco, Aviva, as well as general companies/businesses in the area.
- SD has offered to research options and funding sources.
- AH has offered to do some of the promotional work/packs.
- HW has some contacts for funding sources she will share.
- Anyone with new sources should share with AH or SD.

12. AOB

Live Entertainment

SS suggested an option instead of the Panto might be "Earthbound Misfits".

They can do two circus skills shows, one infant and one junior.

They are good value at £450 all included.

May conflict as the school are doing the panto however.

One to consider for the summer fair?

First Aid

A first aid course for the children. There are options from the British Heart Foundation for schools... will need to investigate.

Would teach good life skills for the children.

We may also be able to use of the school budget (to be checked) if we include it as part of the school's "Well Being" week in January.

Year 6 Trip

We haven't funded this previously and only stepped in to make up the shortfall in the Summer 2017 term as otherwise it might have been cancelled.

The trips recently have been quite expensive, and the school cannot contribute due to changes in their budget allocations.

Maybe we could consider contributing towards something although it was suggested that cheaper/simpler trips could be considered; Pool party, roller disco, etc. Maybe letting the kids decide.

If outdoor project cannot be completed this year (likely) then it would be good to contribute something towards the Y6 children leaving the school before it's completed.

Further discussions closer to the time.