



## HOLLY TREES FUNDRAISERS

**Tuesday 21 November 2023**

School from 7pm

### MONTHLY MEETING AGENDA

1. Introductions and apologies Co- Chairs
2. Minutes of the last meeting – review action points Secretary
3. Matters arising not elsewhere on the agenda All
4. Finance update Treasurer  
To include Your School Lottery and funds raised updates as relevant
5. Projects to be funded
  - 5.1 Update on OPAL funding provided and requests Sarah M / Sarah D
  - 5.2 Additional funding provided and requests including all weather pitch repairs Sarah M
  - 5.3 PA system All
  - 5.4 Any additional requests to be discussed All
  - 5.5 Community grant All / Flavia/ Jen
6. Events
  - 6.1 Uniform sales ZP / VT / LY
    - 6.1.1 - Friday 10 November 2023 - Debrief
    - 6.1.2 – Friday 26 January 2024
  - 6.2 Fireworks – Friday 3 November - Debrief All
  - 6.3 Refreshments: All
    - 6.3.1 – Year 1 plays - Tuesday 5 Dec am / Wednesday 6 Dec pm
  - 6.4 Secret gift shop – Friday 8 December
  - 6.5 Grotto / crafts – Thursday 14 December All
  - 6.6 2024 events:
    - 6.6.1 – Disco – Friday 9 February
    - 6.6.2 – Wine Tasting – March – TBC
    - 6.6.3 – Quiz evening - TBC
7. Any other business
8. Date of next meeting- Tuesday 5 December

**Minutes of the Fundraisers meeting held in person and on Zoom  
Wednesday 18 October at 7pm**

<b>In attendance</b>	Flavia Conde (Co-Chair)	Sarah Adams (Co-Chair via Zoom)
	Laura Austin (Treasurer)	Sarah Day (Treasury Assistant)
	Nicola Walker (Secretary)	Sarah Meacher
	Zsofia Paulik	Paula Peskett
	Amy Roberts	Setal Burley (Zoom)
	Helen Nadarajah (Zoom)	Andrea Wilkins
	Natalie Nottage	Jen Morris
	Jen M	

**1. APOLOGIES FOR ABSENCE**

Faye, Cath

**2. MINUTES OF THE LAST MEETING**

The minutes from September were agreed

**3. MATTERS ARISING NOT ELSEWHERE ON THE AGENDA**

None

**4. FINANCE UPDATE**

**Receipts**

Laura

So far this term fundraising activities have raised £6,683.16 of income before expenses. The main bulk of this income received to date is related to the sales of Fireworks tickets for 3 November.

The School Lottery and Direct Parent Donations has generated £339.10. Thank you to everyone for their continued support.

**Payments**

Our total payments for the Autumn term so far comes to £3,531.94. This takes into account expenditure as confirmed at the September meeting, in addition to expenses for upcoming events Fireworks and Secret Gift Shop.

PTA expenses incurred since last meeting amount to £92.51 for the purchase of a new urn and event alcohol.

This leaves us with £22,504.07 of cleared funds in the bank with uncleared debits of £1,161.65. Additionally we hold £100 cash float at school. See appendix 1 for detail of term finances.

**5. PROJECTS TO BE FUNDED**

**5.1 Update on OPAL funding provided and requests**

Mrs Meacher and Sarah Day updated everyone on OPAL. Mr Hocking and Mrs Lorusso have gained some funding from Wickes for £240, which is awarded on a

monthly basis. They are able to apply each month, so may be able to get it again if no one else applies. They plan to use it to start work on the mud kitchen next. Mrs Meacher confirmed there will be further appeals for items going out later in the year.

5.2 **Additional funding provided and requests including all weather pitch repairs** Sarah M  
No updates on the all weather pitch repairs.

5.3 **PA system**  
Nici had spoken to Mrs Waddington's husband (Lee's) company, who confirmed he will lend us a system for fireworks again. Lee mentioned he would advise his son on how to optimise the speaker coverage, and send an additional two speakers to increase output from last year. If the system works well, we may consider buying this for future events; a quote has been provided. There were a number of queries about Bluetooth speakers, the distance the speakers could be positioned from the amp, and options for a fixed system, which would be used on a day-to-day basis, rather a portable system to be set up for events. Nici to speak to see to arrange a time to see Mrs Meacher to discuss options. Nici

5.4 **Any additional requests to be discussed**  
Amy passed on a request for a set of 30 extra recorders for £193, which was approved.

5.5 **Community Grant**  
No further updates on the submitted Ford grant or National Lottery grant. Flavia

## 6. **EVENTS**

6.1 **Uniform sales – to follow** Zsofia  
**6.1.1 Friday 10 November**  
**6.1.2 Friday 26 January**

6.2 **Fireworks – Friday 3 November** ALL  
Currently 1200 tickets (of 1400) sold, which is great with 3 weeks to go. Flavia to do an additional push on tickets and tag food vans. Crown hire have offered an additional portable toilet for the price, which school have agreed to pay and save us VAT. Essex lighting confirmed extra, smaller lights in addition to large lights. PA system to be kindly donated by Choice Productions. Food vans, confirmed as Brothers catering (John and Tracie with German sausages), A&Co Catering with pizza, Spud Shack for jackets and nachos, and Be our guest sweets. Our insurer through ParentKind has asked for additional documents to be completed for vendors. Nici requested but only had sweet stall returned; Nici to chase. Nici  
Amy shared the staff volunteer list – many thanks from all of the committee to the staff (and their families) for offering their time to help. Some staff to be used to help move people along queue at the glow stall to keep things moving. Agreed to try two stalls either side of the bar, but finalise set up on the day, assessing the remaining space after food trucks in position.  
Nici to email Mrs Meacher with a list of items to borrow from school (fire blanket, first aid / burns kits, defib etc), and with details of portable toilet delivery and collection times to Mr Carpenter. Nici

	Laura suggested buying additional flags to direct people to the bar / refreshments and glow toys – to investigate prices.	Laura
	Laura to submit SAG forms. Confirmation of medical plans received from Cath and Lavinia. Light up emergency wands have been bought in case of an evacuation to be held by key people; emergency evacuation plans to be clarified and shared with marshals and other volunteers during the briefing so that playground access is clear for emergency services.	Laura
	Access to set up from 2pm in the afternoon to get security barriers, lights and bar set up. This is the earliest we have started, so it's hoped there will be less pressure after school. Amy has agreed her classroom can be used for volunteer children to watch a film from 4pm. Mrs Meacher agreed Laura can use Olly and Bryon's office for secure cash handling and storage.	
	Sarah sourcing drinks. Shaun D can buy mulled wine from Iceland if Cellers can't source in time. Agreed to get 85 bottles, inclusive of the 20 that Cellers have very generously offered to donate. Sarah buying tea bags, lots of hot chocolate, water, fruit shoots and diet cokes (around 60 of each), Sprite (around 24). Around 70 beers already bought, with a further 60 to buy. Unused stock can be used a Year 1 play and other events if long enough dates.	Sarah Day
	Laura as walkie talkies but quality not great and a fair bit of interference last year. Mrs Meacher considering expensive walkies for school, but these will not be available in time. Laura to price more compatible walkies, rather than two different sets we currently have.	Laura
6.3	<b>Refreshments at Year 1 plays</b> <b>Tuesday 5 December am / Wednesday 6 Dec afternoons</b> Carried forward to the next meeting	All
6.4	<b>Secret gift shop – Tuesday 12 December</b> <b>Wrapping evening and meeting – Tuesday 21 November</b> Zsofia, Sarah Day, Andrea, Paula and Jen Morris to help on the day. 400 of 840 gifts bought, other food gifts to be bought nearer the time so easier to store. Zsofia to count presents left from previous years. Sarah Day has found chocolate oranges from Asda at £1.50 with 75p credit to Asda account. Sarah is happy to buy for 75p for the event. Flavia to check CostCo for chocolates, biscuits and gift wrap. Flavia to get Sellotape, bubble wrap. Sarah D to buy sticky labels. Discussion on getting a smaller range of food options, but others felt it was good to have dark / milk chocolate oranges, and orange / mint matchmakers.	ALL  Zsofia Sarah D  Flavia / Sarah D
6.5	<b>Grotto / crafts – Thursday 14 December</b> The grottos and hall to be set up from 2pm onwards. We still have many of the dressing items from previous years. Flavia and Zsofia have decided upon eight crafts and one game for the crafts, and we already have a lot of the items needed. Flavia to share a shopping list including oats for reindeer food. Flavia to start a WhatsApp group for volunteers. To check if anyone has electronic blankets for the Santas.	ALL  Flavia

Mrs Meacher confirmed afterschool club staff would be available to help, as they are working until 6.30pm, and staff will be asked to help instead of attending the staff meeting. It was to be confirmed if Year 6 elves will be used, as they need a lot of supervision. Mrs Meacher to speak with Y6 teachers to get their views.

Mrs  
Meacher

We will have 22 children per 15 minute time slot (compared to 20 last year), plus another 4 to round up, which will be 180 pupils between 3.30 - 5.30pm. There will also be 30 craft-only tickets for students still wanting to take part without attending the grotto. Nici to setup PTA Events and set launch date on evening / weekend and promote it in advance to avoid people being unhappy at tickets going on sale while they are working.

Nici

Nici to suggest books as Father Christmas gifts, and share titles with Mrs O'Brien for review. We will aim to get in time to wrap on the Gift shop evening too (21 November). Flavia to check on Santa suits and find a cushion for Mr Cottrell.

Nici

Flavia

## 6.6 **Any other events**

ALL

6.6.1 – Pub Quiz – January / February – on hold

6.6.2 – Wine Tasting – Friday 8 March confirmed with an Australian theme

6.6.3 – Inflatables day – summer term – details in mailbox of provider

6.6.4 – Disco – Friday 9 February – Zsofia to contact DJ and request fewer games, bring lights and a better playlist. Laura has a smoke machines and disco lights to borrow. Agreed to ask DJ if she has UV lights or anything else.

Zsofia

## 7. ANY OTHER BUSINESS

### 7.1 **AGM / Committee roles**

ALL

Flavia suggested we check how to dissolve the charity ahead of January meeting in case no one else is appointed. It's still hoped we will find people to step up but good to be aware of what to do.

### 7.2 **Your Child's Art**

Amy working on uploads and will share item options with Flavia to prepare a promotional social media post once they are available.

Amy  
Flavia

## 8. DATES OF NEXT MEETINGS

ALL

Tuesday 21 November

Tuesday 5 December

Wednesday 10 January 2024 – with AGM

**Holly Trees Fundraisers Accounts**  
**Autumn Term - Academic Year 2023-2024**

Autumn Term	2023-24 Receipts & Payments		
	<u>Receipts</u>	<u>Payments</u>	<u>profit/loss</u>
<b><u>Fundraising Activities</u></b>			
Pre-Loved Uniform	£243.74		£243.74
Bags 2 School			£0.00
Inflatables	£556.00	£570.48	-£14.48
Fireworks	£5,883.42	£1,073.71	£4,809.71
Christmas Cards			£0.00
Grotto 2023			£0.00
Secret Gift Shop 2023		£629.87	-£629.87
Year 1 Christmas Play Refreshments			£0.00
<b>Total fundraising activities</b>	<b>£6,683.16</b>	<b>£2,274.06</b>	<b>£4,409.10</b>
<b><u>Other Receipts/Payments</u></b>			
School Lottery	£259.60		£259.60
Easy Fundraising			£0.00
Donations	£79.50		£79.50
Essex Passes			£0.00
School Donations		£1,000.00	-£1,000.00
PTA Expenses (e.g.Zoom, PTA membership etc)		£244.88	-£244.88
School event refreshments			£0.00
Gift Aid			£0.00
Walking Tour			£0.00
Miscelleaneous		£13.00	-£13.00
<b>Total Other</b>	<b>£339.10</b>	<b>£1,257.88</b>	<b>-£918.78</b>
<b>Total Term Profit/Loss</b>	<b><u>£7,022.26</u></b>	<b><u>£3,531.94</u></b>	<b><u>£3,490.32</u></b>

**School Donations**

Literacy books - Little Wandle

**PTA Expenses**

Urn

Zoom renewal

Padlocks

Event alcohol

**Miscelleaneous**

New shed build thank you gift