



HOLLY TREES FUNDRAISERS

Wednesday 18 October 2023

School and Zoom 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
 - 6.1.2 – Friday 26 January 2024
 - 6.2 Fireworks – Friday 3 November 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 21 November (with Christmas wrapping)

**Minutes of the Fundraisers meeting held on Zoom
Tuesday 26 September at 7pm**

In attendance	Flavia Conde (Co-Chair)	Sarah Adams (Co-Chair)
	Laura Austin (Treasurer)	Sarah Day (Treasury Assistant)
	Nicola Walker (Secretary)	Sarah Meacher
	Zsafia Paulik	Paula Peskett
	Amy Roberts	Faye Cottrell

1. APOLOGIES FOR ABSENCE

Vanessa T, Tori R, Kate, Helen, Cath, Lucy

2. MINUTES OF THE LAST MEETING

The minutes from June were agreed, with many actions being cleared since then.

3. MATTERS ARISING NOT ELSEWHERE ON THE AGENDA

None

4. FINANCE UPDATE

Finance update was shared via email.

Laura

Receipts

Fundraising for the Autumn term started well with Pre-loved Uniform sales raising a staggering £243.74. We received £556.00 from the Inflatables Day ticket sales, which was sadly cancelled due to lack of parental support, all funds have subsequently been refunded.

The School Lottery and Direct Parent Donations since the start of the academic year have generated £153.35. Thank you to everyone for their continued support.

Payments

The Fundraisers are pleased to have contributed to this term's literacy fund with a contribution of £1,000. Other PTA expenses so far include £143.88 for our Zoom licence renewal fee, £21.49 towards new shed build and security, £21.00 for the Temporary Event Notice for Fireworks, £613.44 towards gifts for Secret Gift Shop in December as well as £570.48 in refunds for the Inflatables day. This brings our total payments to £2,370.29.

Currently we have £16,409.90 of cleared funds in the bank with a cash float of £100.

5. PROJECTS TO BE FUNDED

5.1 Update on OPAL funding provided and requests

Sarah M

Amy shared an update on OPAL, and said that it has transformed playtimes which is lovely to see. The children are busily playing and exploring the new resources and areas. Mr Hocking to provide an update on the next steps for the project, and Amy to speak to Mrs Lorusso and Mr Hocking to see if we can get any photos of the changes with a view to share updates with parents over how money has been spent. We need to be mindful to balance project updates and requests from a school point of view with explaining how charity funds spent and asking for additional funds. It was agreed that sharing a timeline might help parents understand how the money is being spent.

Mr Hocking
Amy

Next steps are the sandpit, more storage, mud kitchen, mobile Bluetooth speakers.

- 5.2 **Additional funding provided and requests including all weather pitch repairs** Sarah M
Not discussed in the meeting, update to be provided in next months' meeting.
- 5.3 **Fundraisers shed** All
Massive thanks to Flavia and Mark for building the shed over summer, it's made a big difference already.
- 5.4 **PA system** Mrs Meacher
Details to be confirmed from Mrs Waddington's husband's company. Mrs Meacher and Flavia to speak to them to see if they can visit the site to
- 5.5 **Any additional requests to be discussed** Mrs Meacher
Mrs Meacher gathering requests from staff for next meeting. May include new tables for Year 6 classrooms and dining room tables.
- 5.6 **Community Grant** Flavia
To be confirmed if Jen has resubmitted the Ford grant [subsequently confirmed it has been submitted]. It's hoped that the holiday sports clubs which are open to the public, and includes an afternoon SEN club will be an asset in this.
The National Lottery grant needs to be spent within a certain timeframe of it being granted; we need final 2022-23 figures before we can apply.

6. EVENTS

- 6.1 **Uniform sales** Zsofia
6.1.1 Friday 15 September - Debrief-
The sale was very busy but there is a lot left. Great takings of £243.74.
6.1.2 Planning- Next sales planned for Friday 10 November 2023 and Friday 26 January.
- 6.2 **MacMillan Coffee morning - Friday 29 September** ALL
Volunteers gathered from WhatsApp groups with thanks.
- 6.3 **Fireworks – Friday 3 November** All
Discussed the capacity as Nici and Flavia felt last years' over 1700 was too many and would prefer to limit to 1500 for safety and queuing / crowd management. It was agreed to put 1500 on sale excluding disadvantaged family tickets and volunteers. Toilets and the PA system are TBC, as is a possible sponsorship of the bar by Cellers wine bar (school family with local off licence business who generously donated mulled wine last year). These may all impact on final funds raised. Amy to check on PA, Zsofia to speak to Steve about toilets, Sarah D to speak to Cellers.
It was agreed to move ahead with same ticket prices as last year however (£8 adults, £3 children, under 2's free) given the challenging financial climate, as quite a lot of money was raised last year so we should absorb as much of overheads as possible without passing on the cost. Agreed to launch tickets to Holly Trees on Friday 29 September before advertising outside of school on Monday 9 October with the gate banner (Flavia updating), estate agent boards and social media. Nici to update note to neighbours.

More hot chocolate was needed, but not much tea and coffee as these weren't big sellers last year. We should have enough Baileys and prosecco. Zsofia to reconfirm cup numbers and sizes. More soft drinks needed. Agreed to consider buying large urn for events. School urn can be borrowed for water, plus Beresford's urn for mulled wine. TBC on Bruce's school urns for additional water. Flavia to price new urns.
- Amy / Sarah D / Zsofia
- Nici / Laura Nici
- Sarah D
- Zsofia
- Flavia

John from Brothers is available to sell sausages and burgers, and the sweet stall from last year. Nici had confirmed a pizza van, and jacket potato / nacho van but was awaiting documentation. Nici

It was agreed to invest in more orange netting barriers rather than rely on Firework Crazy barriers. School and Fundraisers have additional metal stakes. School to buy and invoice

We have 16 volunteers already signed up, plus 7 Brentwood a'Becket Rotary volunteers who have kindly offered support again. It was agreed only over 16's should be allowed to help for safeguarding and supervision purposes. Nici to continue to gather more and log details. Nici

We have three first aiders – two Doctors and one first responder who is medically trained. Ideally we need one additional person based on previous years' but Nici to recheck the Purple Book. Nici

Amy has the glow toys booklet with a discount code for return custom. It was agreed to order very soon before items are out of stock. To try and avoid queues, it was agreed to try two tables – between Beech and the bar, although all agreed it was inevitable the first table would get very busy. Sarah D / Flavia

There were some issues with Zettle sales via Android NFC last year, but hopefully it was a one-off, but Mrs Meacher offered volunteers the option to connect to school wifi for the night if helpful and signal reached the playground. Laura / Mrs Meacher

6.4 Secret gift shop – Tuesday 12 December
Wrapping evening and meeting – Tuesday 21 November ALL
 ALL

Thanks to Flavia for ordering around 400 gifts so far. Edibles to buy in November. Zsafia / Sarah D to check what is left from last year is Steve's shed. Hopefully less bubble wrap needed than previous years as gifts chosen to try and minimise double wrapping. Zsafia / Sarah D

6.5 Grotto / crafts – Thursday 14 December ALL
 Flavia and Zsafia to discuss craft options. All agreed to ask Richard Delow and John Cottrell's grandad to be Father Christmas this year. Nici to look at book options and Zsafia /

send to Flavia for review. Nici

6.6 Any other events ALL

- 6.6.1 – Pub Quiz – January / February TBC
- 6.6.2 – Wine Tasting – March – Laura to ask John Laura
- 6.6.3 – Inflatables day – summer term – details in mailbox of provider
- 6.6.4 – Disco – Friday 9 February – Zsafia to contact DJ and request fewer games Zsafia

7. ANY OTHER BUSINESS ALL

7.1 Committee roles ALL
 Nici

Nici to circulate job roles from last AGM. Flavia started 'how to' / quick start guides ready for new committee. Information on PTA Events and Zettles needed. Flavia

Agreed need to promote roles more and ideally recruit more people at the MacMillan coffee morning and gift wrapping night, although it's may be challenging based on regular meeting attendance. ALL

- 7.2 **Your School Lottery** Laura
Agreed to promote current offer – Harry Potter special prize.
- 7.3 **Christmas cards** Amy
Amy applied for packs and will try to support staff in school to do the images during lessons this year. Promote in ParentMail and stress magnets and tea towels given fewer people sending cards.
- 7.4 **Parent donations** Laura
Mrs
Meacher
Laura advised there has been £1800 in parent donations in the last year but it's not always clear where from. Please could a blanket 'thank you' and reminder on matched funding go out in a newsletter.

8. DATES OF NEXT MEETINGS ALL
Wednesday 18 October
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>
<u>Fundraising Activities</u>			
Pre-Loved Uniform	£243.74		£243.74
Bags 2 School			£0.00
Inflatables	£556.00	£570.48	-£14.48
Fireworks		£21.00	-£21.00
Christmas Cards			£0.00
Grotto 2023			£0.00
Secret Gift Shop 2023		£613.44	-£613.44
Year 1 Christmas Play Refreshments			£0.00
Total fundraising activities	£799.74	£1,204.92	-£405.18
<u>Other Receipts/Payments</u>			
School Lottery	£133.60		£133.60
Easy Fundraising			£0.00
Donations	£19.75		£19.75
Essex Passes			£0.00
School Donations		£1,000.00	-£1,000.00
PTA Expenses (e.g.Zoom, PTA membership etc)		£165.37	-£165.37
School event refreshments			£0.00
Gift Aid			£0.00
Walking Tour			£0.00
Miscellaneous			£0.00
Total Other	£153.35	£1,165.37	-£1,012.02
Total Term Profit/Loss	<u>£953.09</u>	<u>£2,370.29</u>	<u>-£1,417.20</u>

School Donations

Literacy books - Little Wandle

Miscellaneous