



## HOLLY TREES FUNDRAISERS

**Wednesday 15<sup>th</sup> March 2023**  
In person and via Zoom, from 7pm

### MONTHLY MEETING AGENDA

1. **Introductions and apologies** Co- Chairs
2. **Minutes of the last meeting – review action points** Co- Secretaries
3. **Matters arising not elsewhere on the agenda** All  
None
4. **Finance update** Laura  
To include Your School Lottery and funds raised updates as relevant
5. **Projects to be funded**
  - 5.1 Update on funding provided and requests Sarah M
  - 5.2 Fundraisers shed All
  - 5.3 PA System Sarah M/ Amy
  - 5.4 Any additional requests to be discussed Sarah M/ All
  - 5.5 Community grants All
6. **Events**
  - 6.1 Wine tasting (Debrief) Laura
  - 6.2 Preloved uniform sales Zsofia/Vanessa/Lucy
    - 6.2.1 24/03/2023
    - 6.2.2 25/05/2023
    - 6.2.3 new parent meetings – dates TBC
  - 6.3 Doughies pizza making 31/03/2023 Laura/All
  - 6.4 Bags to school 26/04/2023 All
  - 6.5 Coronation All
    - 6.5.1 Music Bingo Night (British Theme) 12/05/2023
    - 6.5.2 commemorative items
  - 6.6 Summer Festival 24/06, 01/07, 08/07 All
  - 6.7 Krispy Kreme 21/07/2023 All
  - 6.8 Fireworks 03/11/2023 All
  - 6.9 Any other events not already discussed All
    - 6.9.1 Disco - another this school year?
    - 6.9.2 Family camp - summer 2024?
    - 6.9.3 Pro Strike Football?
    - 6.9.4 Play refreshments
7. **Any other business**
8. **Date of next meeting – Wednesday 26<sup>th</sup> April 2023 at 7pm**



## HOLLY TREES FUNDRAISERS

### Minutes of the Fundraisers meeting held in person and on Zoom Tuesday 21<sup>st</sup> February 2023 at 7pm

|                      |                                |                               |
|----------------------|--------------------------------|-------------------------------|
| <b>In attendance</b> | <b>Flavia Conde (Co-Chair)</b> | <b>Sarah Adams (Co-Chair)</b> |
|                      | Laura Austin (Treasurer)       | Jen Ungoed (Co-Secretary)     |
|                      | Nicola Walker (Co-Secretary)   | Sarah Meacher                 |
|                      | Zsofia Paulik                  | Amy Roberts                   |
|                      | Tori Rajaratnam                | Paula Peskett                 |
|                      | Kate Bendon                    | Cath B-M                      |

1. **APOLOGIES FOR ABSENCE**

Sarah Day, Andrea Wilkins

2. **MINUTES OF THE LAST MEETING**

The minutes from January were agreed, with a number of actions carried forward.

Nicola/Jen

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

Discussed changing time of the meeting as 19.00 maybe not convenient for all. Decision to carry on with 19.00.

4. **FINANCE UPDATE**

**Receipts**

Laura

Fundraising activities so far for the Spring term have raised £2,225.27. Preloved Uniform sales have raised £103.72, Bags2School donations brought in £70 and the Rainbow Disco raised a fantastic £1,111.55 before expenses. Wine Tasting tickets are selling well with £940 raised before expenses. This year we have chosen not to provide food to keep ticket prices low, therefore expenses should be lower this year.

The School Lottery, Direct Parent Donations and the last of the Amazon Smile donations have generated £986.07. Thank you to everyone for their continued support and to those parents who have sought significant donations from their employers.

**Payments**

Our total Expenses to date comes to £6,588.72 which accounts for £448.72 expenses for Rainbow Disco, £6,000 in donations to the school for the outdoor redevelopment programme and literacy books and our annual membership to Parentkind.

Currently we have £18,499.28 cleared funds in the bank, with a further £140.65 of uncleared receipts.

5. **PROJECTS TO BE FUNDED**

5.1 **Update on funding provided and requests – Sarah Meacher**

Laura /  
Sarah M

Mrs Meacher update the group on recent spending. She confirmed £5000 first payment for OPAL paid to school and ringfenced in a dedicated budget for the playground project. £5000 more to be transferred before April and added to the ringfenced funds. £1000 per term for books and reading materials received and spent. £1000 for IT equipment (headphones and recordable buttons) received and spent. Equipment now in use in classrooms.



## HOLLY TREES FUNDRAISERS

### 5.2 Fundraisers shed

Shelving was added to fundraisers shed by Mr. Carpenter- a big thank you for that. Shed has been tidied and sorted by fundraisers. Members feel a sperate uniform shed would be useful as current is getting very full, cramped and possibly unsafe. New shed would be used for uniform storage and existing shed for events supplies. There is a base/foundation opposite current shed that could be used. Zsafia to measure base. Laura has advised a new shed cannot be brought at the moment due to funds and upcoming outgoings for planned events. Planning to be done for when budget becomes available and also explore donations from local garden centres.

Zsafia /  
Mr  
Carpenter

### 5.3 PA system

Amy/Sarah to speak with Mrs. Waddington's husband regarding PA system and find out what are the possibilities available to choose from, wireless/mobile/fixed, rough costing. Ideally something that can be used for fireworks and other events.

Sarah M/  
Amy

### 5.4 Any additional requests to be discussed

Mrs Meacher requested funds for World Book Day for staff to buy books from Chicken and Frog for class libraries. Proposed £100 per year group plus they would like to increase their special collections so asked for £100 for LGBTQ+ books, £100 for mental health books and £100 for books about diverse families total £1000. Agreed and Maggie to send invoice to fundraisers.

Sarah M /  
Laura

### 5.5 Community Grant

Jen has applied for a grant of £3000, she is preparing lottery grant application which can be up to £20,000. Considering a further grant from Ford which is an annual programme. Jen advised that if Lottery Grant money is awarded it must be used within 6 months so we need to have plans in place to spend it when application goes in as process can be quick from application to award, members put forward using for OPAL. OPAL timelines will hopefully be clearer following an upcoming site assessment by the OPAL team. Jen has other meetings lined up to explore other possible grants/awards. Flavia has continued reaching out to businesses both, local and national, to ask for donations for prizes she has obtained a Wilko voucher, £50 Go Ape voucher, £50 experience day voucher, Family voucher for Epping-Ongar railway, and is waiting for others to confirm.

Jen/  
Laura/Flavia

## 6. EVENTS

### 6.1 2023 events- capacity of the committee and team

Committee and team feel there is capacity to put on more events over the summer term.

All

6.2 **Uniform Sales debrief-** took place on 27/01/2023 Zsafia fed back that the BOGOF sale was very busy and successful. They have a whole empty box! Laura advised it raised £103.72. Next playground uniform sales planned for 24/03/2023 and 25/05/2023. Mrs Meacher to advise date for new parent's visits/meeting that uniform can be sold at. Mrs Meacher to include notice about pre-loved uniform sale in the new parents invite/welcome letter.

Zsafia/Vanes  
sa/Lucy



## HOLLY TREES FUNDRAISERS

- 6.3 **Bags2school collection debrief-** took place 31/01/2023 raised £70. Flavia brought to members attention the recent bad press that bag2school has had and queried if we should be continuing to use them. Discussed and outcome is to keep the date that is already booked in, 26/04/2023, and explore other options in the meantime. To be discussed again next meeting. Flavia
- 6.4 **Rainbow disco debrief-** This took place Friday 10/02/2023 and raised £662.83 after expenses. Event reported as successful, organised and enjoyed by all the children. Well done and thanks to Paula, Zsofia, the rainbow disco subcommittee and volunteers! Paula fed back a few issues she felt needed attention for the next disco. Paula/Zsofia /All
- Procedure for children checking in/arriving needs reviewing. Had to be done by teacher/school staff (due to GDPR and safeguarding) and only Amy was available to do it. It was a very big task and overwhelming. Suggested that next time if year group teachers are attending, they could help as would recognise pupils/know names and speed up the process. Committee members should be able to help in future, pending DBS clearances.
  - Volunteer jobs need to rotate more frequently as same people ended up doing all the washing up and such tasks.
  - Volunteers had no way of knowing which children had allergies unless the child themselves informed them. Suggested that if all children were given a paper wristband on entry and children with allergies were given a specific colour they could be easily identified and risks reduced. Nici advised in the past dietary requirements were marked on the attendance list and a staff member was available when giving out food to confirm which students were affected.
  - Glow toys not to be used next time. Due to the quality, there were a number of breakages, with batteries coming out and sharp components causing safety concerns. Some students played on this to add to mess.
  - Healthy snacks being available. There were some left over from reception party and children very keen on them, so include more next time. Ran out of blackcurrant squash, so buy more next time. Lollipops and sweets should not be allowed next time as children were running with lollies in their mouths which was unsafe. Paula
  - Paula to send planning sheet to Nici for filing and use at future events
- 6.5 **Wine tasting-** Will take place Friday 03/03/2023. Laura advised that ticket sales are going well 50 sold at this point (75 current limit but there is capacity to increase if demand). Laura has completed risk assessments and other relevant paperwork. Laura to look into obtaining a license to sell alcohol for selling leftover bottles at end of event. Raffle- prizes from donations detailed in 5.5, plus other donations. Visual to be made for table detailing funds raised and how spent for 21/22 school year. Possibly add logos of businesses that have donated prizes. Pencils for the tables for quiz. Further social media posts and members to send info to year whatsapp groups. Laura / Cath / All
- 6.6 **Doughies pizza making-** planned for Friday 31/03/2023. Laura to contact company to confirm date as date on paperwork/email is different. Laura
- 6.7 **Other events not already discussed**



## HOLLY TREES FUNDRAISERS

- Krispy Kreme-** proposed for last day of term Friday 21/07/2023. To do pre-orders via PTA Events. Have separate tables for pre-order collections and sales. If Doughies doesn't go ahead as planned idea to substitute Krispy Kreme on 31/03/2023. Flavia
- Fireworks-** Planned for 03/11/2023. Laura reported cost increase. Likely to be between £3-4,000. Shorter more impactful display. To discuss further at next meeting. Laura
- Summer fete/ festival-** Idea suggested, committee and team agreed. Potential dates 24/06/2023 or 01/07/2023 from 12/1pm to 4/5pm. Possible name 'Holly Fest'. Food trucks, bar, stalls (mix of volunteer / possibly Scout games and outside vendors), performers (former student band, school choir). Members to check when other local schools summer events are. Members to reach out to local vendors. Sarah A suggested due to scale of the event a sense of urgency needed with regard to planning. Subcommittee meeting planned for 13/03/2023 19.30 at Swan, Brentwood High Street. Support from outside the committee will be needed to organise the event if it goes ahead, due to lack of capacity. To be discussed further at next meeting. All
- Coronation-** Discussed if school would like fundraisers to fund a commemorative item for each child for the coronation. Decided that fundraisers would visit a school council meeting to hear what the children would like. Feedback at next meeting. Laura/Sarah M
- British themed music bingo night-** Planned for 12/05/2023. Bar, raffle, fish and chips. to tie in with coronation. To be discussed further at next meeting. All
- Family camp night-** idea for 23/24 academic year. Members to find out how other schools manage their similar events. To be discussed further at next meeting. Sarah A/Kate /All
- Pro Strike Football** - Nici mentioned St Helens had run a Pro Strike sponsored football event recently, and made £4.5k with minimal effort. Nici to share details with school for consideration. Nici
- Play drinks** – Refreshments at a Y6 play had been mentioned previously but not confirmed. To check with school when possible. Amy / Sarah M
- 7. ANY OTHER BUSINESS**
- 7.1 Paula recommended fundraisers having a central repository for processes and procedures for routine events to save time on planning. All agreed. Any existing documents to be sent to Nici for central storage. Paula/Nicola /All
- 7.2 Cath enquired about selling tickets/wristbands for local attractions. She said she would enquire to other school PTA friends that do it. Laura also said she would look into it. Cath/Laura



## HOLLY TREES FUNDRAISERS

### 8. DATES OF NEXT MEETINGS

Wednesday 15 March

Wednesday 26 April

Wednesday 17 May

Tuesday 13 June

Wednesday 12 July (including end of term fundraiser drinks)