



HOLLY TREES FUNDRAISERS

Wednesday 26th April 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 Amy
 - 5.4** Any additional requests to be discussed Sarah M/ All
 - 5.5** Community grants All
- 6. Events**
 - 6.1** Preloved uniform sales Zsafia/Vanessa/Lucy
 - 6.1.1** Debrief - 24 March
 - 6.1.2** Planning - 25 May
 - 6.1.3** new parent meetings – dates TBC
 - 6.2** Year 4 play bar – March (Debrief) All
 - 6.3** Doughies pizza making – 31 March (Debrief) Laura/All
 - 6.4** Bags2School – 26 April All
 - 6.5** Music Bingo Night - 12 May Flavia / All
 - 6.6** Summer Fete – 01 July Sarah A / All
 - 6.7** Krispy Kreme sale - 21 July All
 - 6.8** Fireworks - 03 November All
 - 6.9** Any other events not already discussed All
 - 6.9.1** Disco - another this school year?
 - 6.9.2** Pro Strike Football?
- 7. Any other business**
- 8. Date of next meeting – Wednesday 17 May 2023 at 7pm**



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Minutes of the Fundraisers meeting held in person and on Zoom Wednesday 15 March 2023 at 7pm

In attendance	Nicola Walker (Co-Secretary)	Jen Ungood (Co-Secretary)
	Laura Austin (Treasurer)	Sarah Day (Treasury Assistant)
	Sarah Meacher (Zoom)	Amy Roberts
	Andrea Wilkins (Zoom)	Zsofia Paulik
	Tori Rajaratnam	Paula Peskett

1. **APOLOGIES FOR ABSENCE**

Flavia, Sarah A, Vanessa, Cath and Christine

2. **MINUTES OF THE LAST MEETING**

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

Nicola/Jen

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

None

4. **FINANCE UPDATE**

Receipts

Laura

So far this term fundraising activities have generated £3,421.48 of income before expenses. The School Lottery, Amazon Smile, Easy Fundraising, Gift Aid and Direct Parent Donations has generated £1,378.34. Thank you to everyone for their continued support and substantial donations towards the outdoor redevelopment programme. This brings our total receipts for Spring term so far to £4,799.82.

Payments

Our total Payments for Spring term so far comes to £8,826.22. This takes into account expenditure for the recent wine tasting and school disco events and our annual PTA membership. As well as event expenses, we have donated £7,000 this term to the school towards school books, paid the second tranche of funding towards the outdoor redevelopment programme and provided funds for World Book Day for staff to buy books from Chicken & Frog for class libraries.

This leaves us with £17,657.26 of cleared funds in the bank with uncleared credits of £383.65 and uncleared debit of £50 which has been withdrawn to increase our cash float at school. The additional increase to cash float was agreed by the Committee at 15 March meeting.

After expenses, the following events this term have raised:

Bags 2 School - £70.00

Pre-loved uniform - £103.72

School Disco - £662.83

Wine tasting - £948.71

A complete summary of the Spring Term will follow at April's meeting.



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Your School Lottery

The School Lottery has generated £1,064.40 so far this academic year. Thank you to our continued supporters and to those of you who donate your winnings to the school as well.

5. PROJECTS TO BE FUNDED

5.1 **Update on funding provided and requests**

Sarah M

Big thank you and school and students are very grateful for the additional £1000 funding given for books for World Book Day. Thanks were also given for the 'talking buttons' and headphones which have been ordered.

Previously agreed £5000 to be paid into the fund for OPAL playground project. Sarah M to check with Maggie Nimants (school business manager) to see if it should be paid before the end of this financial year or at the start of the next. The initial £5k will cover the school signing up for the scheme and initial consultations, then an additional 'menu' of costs will follow, such as storage (which may be as much as £15k), around £2/3k for a sandpit, etc.

Sarah M to check with Maggie for an update on the all weather pitch repairs, which are still outstanding.

No additional requests due to the approaching end of financial year and accounts being prepared.

5.2 **Fundraisers shed**

Base measured by Zsafia Length 360cm Width 230cm. Will need to be a bit smaller due to fence behind it. Sarah M to check with forest school leaders that they are happy for a shed to be installed there.

Sarah M

Sarah D agreed to start looking into prices of sheds.

Sarah D

5.3 **PA system**

Amy requested quotes and she will share them once received. The company will provide quotes for different set ups (wired, Bluetooth) and for us and school to review.

Amy

5.4 **Any additional requests to be discussed**

Request was put forward by Laura to increase the donation from the fundraisers to the year 6 leavers party. Discussed and due to inflation the resultant increased costs for services an increase from £300 to £400 agreed unanimously.

Laura

5.5 **Community Grant**

Carried forward to next meeting.

Jen/ Flavia

6. EVENTS

6.1 **Wine tasting – Friday 3 March (debrief)**

Laura / All

Event enjoyed by all with positive feedback and some new attendees. Event raised £948.71. The raffle was again very popular. Cleared out John's stock. Agreed to consider increasing ticket price next year by £2.50-5.00 due to increasing costs Consider offering a microphone/PA for John next time as some people further away struggled to hear. It was much easier and cheaper to just serve nibbles rather than more substantial food. All glasses returned, no breakages.



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- 6.2 Uniform Sales - Friday 24 March** Zsofia/Vanessa/Lucy
Zsofia suggested selling the more expensive and sought after logo items at a slightly increased cost. Discussed and following prices agreed coats £5, backpacks £2 and Fleece £2. Zsofia to make a new laminated price sign. New price list to be put on social media in advance of the sale.
Advised by Sarah M that Mr. Carpenter is off that day so we will have to set up/get tables out etc. Sarah M gave permission for gates to be opened 15-20 minutes before pick up time for the sale. Zsofia to request volunteers on WhatsApp community.
Next uniform sale will be Thursday 25/05/23.
No date has been set for new parents meeting yet Sarah M to update at next meeting.
- 6.3 Doughies - Friday 31 March** Laura Nici
Laura to check orders as it needs to be worth Calen coming over. Cath to do another social media push. Nici to push via ParentMail. Last orders 25/03/2023.
- 6.4 Bags2school collection debrief - Wednesday 26 April** Nici Amy
Check with the office if we have enough bags and fliers and request sent out ahead of the end of term. Amy to promote on the sandwich boards for near the gates.
Explore alternatives and possibly change company from September.
- 6.5 Coronation – Monday 8 May** All
6.5.1 – Music Bingo night- Friday 12 May Sarah D
Music bingo night with bar and food. TBC if fish and chips or Domino's pizza - Sarah D offered to price up both. Bingo cost is £100 for 4 games. Sarah M has kindly volunteered to be compare/bingo master. Capacity to be approx. 75 (100 is halls max). Proposed play 2 games, break for food and raffle and then another 2 games. Laura to apply for TEN licence. Further discussion at next meeting.
6.5.2 – Commemorative items
Agreed not to progress with any commemorative items.
- 6.6 Summer fete – Saturday 1 July between 1-4pm** Laura
Discussion into making the event school community focused and to build next year. Free entry and charge at stalls agreed.
6.6.1 Safety & responsibilities Laura / Sarah A
Laura reported that a health and safety risk assessment was done for circus and can be reused/adjusted, reassured us that public liability insurance is sufficient. To send risk assessment and floor plan to Sarah A.
Nici to check on First aid provision requirements and call for appropriately qualified volunteers. To speak with Mr. Carpenter regarding portable toilets - ideally we need more than previous events so if they offer for free again we can offer to pay the difference for more toilets.
6.6.2 Volunteers Nici
Large amount of volunteers required in addition to committee members- approx. 15 stalls, bar, entrance, marshals and floats. Call to be put out now as volunteers are integral to fete happening. To ask for parents/relatives from each class. Social media, Parentmail, newsletter and class WhatsApp groups to be utilised
6.6.3 Entertainment Amy
Amy to confirm band now we have a date. Other possibilities- school choir, Holly Trees Got Talent finalists, judo demo (Paula to enquire), dance display, teachers routine/skit.



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6.6.4 Stalls & activities

Games (coconut shy, hook a duck, ring the bell, tin can alley, booze or lose), crafts (sand art, glitter tattoos, slime -company previously discussed is already booked and Amy to enquire to another), bouncy castle (external vendor), lawn games, pavement chinks, bubbles. Nici to ask Scouts if we can borrow 'hit the bell' and any other games that day.

6.6.5 Food & drink

Food trucks – consider burrito guy (TBC), sausages & burger van, pizza tent, ice cream van (possibly one used at Year 6 leavers' event). Discussed doing sweet stall & candy floss stall ourselves but it was felt that due to potential storage and food safety issues as well as time to assemble cones etc, wastage if event rained off, plus having to staff it with volunteers it would be better to rent out a space to a vendor and take a cut instead.

Bar- ask local off license if they would like to sponsor something for the bar. Ask Scouts if we can borrow their igloo chillers. Summer cocktail / Pimms separate bar discussed to reduce queuing in one place and decrease wait times, but due to storage in potentially hot weather, need for zettles and requiring more volunteers it was felt one large bar would be better. Laura to apply for TENS license.

6.7 Krispy Kreme – Friday 21 July 2023

Not discussed. As per last meeting, scheduled for last day of term. Pre-orders to be considered. To be discussed at next meeting.

6.8 Fireworks - Friday 3 November 2023

Laura to apply to TENS licence. To be discussed further at next meeting.

6.9 Events not discussed

6.9.1 - Disco - Discussed and some members very keen and others think there is enough activities. Possibly could fit one in June or maybe Halloween?

Going forward to plan for 2x discos per academic year. To be rediscussed at next meeting.

6.9.2 – Family Camp – Summer 2024 - Not discussed rolled over to next meeting

6.9.3 – Pro-Strike football - Not discussed rolled over to next meeting

6.9.4 – Year 4 Play refreshments - Tuesday 28 March 2023 from 6pm. Bar cold soft and alcoholic drinks. Laura to apply for TEN licence. Sarah D to check drink stock levels and restock as required. Volunteers needed for set up, service and clean up. Advertise that there will be a bar at the evening performance on social media.

7. ANY OTHER BUSINESS

- Thanks to Cath for recent socials!

- Amy requested from the uniform sale stock a few sets of trousers for each class as wet weather emergency clothes. Agreed and Zsofia said she will sort some and hand over to Amy once the next uniform sale is done.

- Discussed more focused Parentmail messages, as they currently cover a lot of information and our messages may get lost or may not be read. Sarah M states she has received a lot of comments / complaints about the volume of Parentmails going out generally so it's best to consolidate information into fewer messages. Utilise class WhatsApp groups more,



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encourage people to follow on social media, revive the sandwich board for advertising once a week and ahead of events- Sarah D & Zsofia have offered to take responsibility for this. Sarah D / Zsofia
- Amy running an Easter themed name the squishmallow competition for the school children. 50p per entry. Winner announced end of term. Amy

8. DATES OF NEXT MEETINGS

Wednesday 26 April

Wednesday 17 May

Tuesday 13 June

Wednesday 12 July (including end of term fundraiser drinks)