



HOLLY TREES FUNDRAISERS

Wednesday 17th May 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
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 Fundraisers shed All
 - 5.4 PA system All
 - 5.5 Any additional requests to be discussed All
 - 5.6 Community grant All / Flavia/ Jen
6. Events
 - 6.1 Uniform sales ZP / VT / LY
 - 6.1.1 Debrief – Friday 28 April
 - 6.1.2 Planning – Friday 16 June
 - 6.1.3 New Reception parents sale - Thurs 6 July
 - 6.2 Music bingo night – Friday 12 May - Debrief All
 - 6.3 Disco – Friday 9 June All
 - 6.4 Summer fete – Saturday 1 July All
 - 6.5 Events refreshments All
 - 6.6.1 Music Soiree – Thurs 22 June
 - 6.6.2 Sports Day – Friday 7 July
 - 6.6.3 Year 6 Play – Tuesday 11 and Wednesday 12 July
 - 6.6 Krispy Kreme sale – Friday 21 July
 - 6.7 Fireworks – Friday 3 November All
 - 6.8 Any other events All
7. Any other business
8. Date of next meeting – Thursday 15th June 2023

**Minutes of the Fundraisers meeting held in person and on Zoom
Wednesday 26th April 2023 at 7pm**

In attendance	Flavia Conde (Co-Chair)	Sarah Adams (Co-Chair)
	Laura Austin (Treasurer)	Sarah Day (Treasury Assistant)
	Nicola Walker (Co-Secretary)	Jen Ungoed (Co-Secretary)
	Sarah Meacher	Zsofia Paulik
	Tori Rajaratnam	Paula Peskett
	Kate Bendon	Andrea Wilkins (Zoom)
	Christine Harwood	

1. APOLOGIES FOR ABSENCE

Vanessa

2. MINUTES OF THE LAST MEETING

The minutes from April 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

Fundraising activities for the Spring term have generated £3,680.90 of income before expenses. Sprint accounts report following minutes.

The School Lottery, Amazon Smile and Direct Parent Donations have generated £1,464.23. Huge thank you for everyone's continued support and generosity and for those who have sought donations from their companies, much appreciated.

This brings our total receipts for Spring term so far to £5,145.13.

Payments

Our total Payments for Spring term comes to £8,859.12. This takes into account the event expenditure 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 £18,785.48 of cleared funds in the bank with uncleared credits of £250.55 and uncleared debits of £1,032.90.

After expenses, the following events have raised:

Pre-loved uniform - £103.72

Wine Tasting - £948.71

Bags2School - £70.00

Year 4 Refreshments - £74.52

School Disco - £662.83

Doughies Pizza evening - £152.00

Your School Lottery

The School Lottery has generated £1,090.80 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

Sarah M reported that the continued £1000 a month for books is so appreciated and she ensures the children know they have come from our fundraising efforts. Sarah has requested that we continue with this regular donation for the foreseeable future. The plan is to now update the school non-fiction section which is reported as dated.

Sarah M also updated us on progress with OPAL (outdoor play and learning). Two meetings have taken place so far with representatives from Holly Trees (HT) staff, fundraisers (Sarah D is Fundraisers link person) and OPAL, including an assigned tutor and the CEO. Mr Hocking is the HT lead. OPAL also did a site walkabout and attended a playtime to observe current status and spoke with some children about their likes and wants for the playground.

Two further meetings are planned, including an all staff induction to OPAL concepts for the upcoming inset day on 4 May and 23 May for a full site survey to plan the layout.

First phase will hopefully be starting in next few weeks - water play, small world play areas, mud kitchens, dress up areas. HT admin will be sending out lists via Parentmail for donations for 'loose parts' needed for specific areas which will be a rolling request as many things will have a lifespan of around 6 months of intensive play before needing to be replaced. A wheelie bin could be put outside for donations. More costly items, such as weatherproof mini Bluetooth speakers and 'walkie talkies' could be sponsored by a company, or a silent auction held.

The sandpit and storage sheds thought to be major expenses at this point, with three sheds likely needed at around £7k each. Two of the sheds may be placed across the centre of the playground, one facing infants and the other juniors, and other on the field. Most things will be portable so sports day can be run, but the playground sheds would not be movable. It's likely that the brambles around the all weather pitch would need to be removed / tamed so a school community day for volunteers may be held. The old play equipment is likely to be removed to make space.

Fundraisers raised issues of shade and large fixed items that may affect use of the school grounds for events such as fireworks. Sarah M will raise the issue of shade at next meeting with OPAL and reassured us that although OPAL will suggest layout, if it is not appropriate or compatible with broader uses of the school, they can be changed.

Sarah M

5.2 **Fundraisers shed**

Measurements obtained for last meeting (length 360cm x width 230cm). No progress since then due to workload from other areas of fundraisers business. Sarah D volunteered to start looking at prices for new and to explore Ex-display deals. Laura to ask known garden centre owner. Donation / discount desirable.

Sarah D .
Laura

5.3 **PA system**

No update – carried forward to next meeting. TBC name of Mrs Waddington's husband's company in order to get fixed and Bluetooth system quotes.

School

5.4 **Any additional requests to be discussed**

None

5.5 **Community Grant**

Jen reported that we missed out on the Ford grant, but we can reapply in July. Jen will ask for feedback to help with next application.

National Lottery application to be submitted.

Flavia has secured two desirable donations which will be used as prizes at upcoming events.

Jen/ Flavia

6. **EVENTS**

6.1 **Uniform sales**

Laura / All

6.1.1 **24 March** - Postponed due to inclement weather. Rescheduled for Friday 28 April. Zsofia has 6 volunteers lined up. Laura to pass Zettles to Sarah D before event. Sarah. M agreed Mr. Carpenter can open gates 10mins early. Cath has updated poster and shared on social media, and it can be shared in year/class WhatsApp groups by members. Agreed to donate spares in a range of sizes to school for spares after the sale.

ALL

6.1.2 **16 June** - Pushed back from May to June due to small gap between sales.

6.1.3 **New Parent Meeting**- possibly 8 June. Sarah M to confirm. Zsofia has kindly offered to rewash stock for this event if weather permits. Flavia has volunteered to lend a clothes rail to display sample items and Sarah M has offered to bring nice wooden coat hangers to hang the items on rail.

Sarah M

Flavia /
Sarah M

Sarah M suggested preloved uniform could also be sold at the open evening on 6 July.

6.2 **Year 4 play refreshments debrief - March**

Laura

Parents seemed happy. Possibly not as busy as predicted. Made £74.52

6.3 **Doughies pizza debrief – Friday 31 March**

Laura

Went well, making £152 which is a slight increase on last year. To do once a year going forward as easy do arrange and execute but families may get bored if done too often.

6.4 **Bags to school debrief – Tuesday 26 April**

Took place today- reported to be a reasonable amount but not as much as previous. Figure will be reported in next finance report. This is last booked one we had pre-booked at favourable rate per kilo. With regards to finding a new provider, Flavia has researched and all similar companies seem to raise sustainability questions - none appeared much of an improvement. To leave for now and review in next school year.

6.5 **Music bingo - Friday 12 May**

Thanks to Laura for admin tasks, including the TENS license, Risk assessment completed, Letting form completed and following up with PTA Events to reflect our small lottery licence application (required as bingo is classified as a gambling activity). Flavia to order game cards and CD. Best of British as theme and 100 cards agreed by committee. Prizes will be free drink for the first line in each game and a prize such as vouchers etc for first to a full house each game. 2 x prizes obtained by Flavia, including family ticket to Epping and Ongar Railway and a £50 experience day voucher. Donations needed for more prizes- Christine offered to speak with some local businesses. Food will be Domino's pizza- vegan, GF available. Sarah. M to be compare/MC. Ticket sales currently slow - hopefully upcoming pay day and further advertisement will help this. Cath to please incorporate 'Best of British' theme into social ads to help with tying it into the coronation. Reported we have plenty of napkins, no need for plates- pizza to be eaten from boxes or school canteen plates

Flavia

are available if needed, need tablecloths. Volunteers needed for setup, bar, sorting out food and clean up.

6.6 Summer fete – Saturday 1 July between 1-4pm

Sarah A

Issues with medical volunteers - only 1 person for 1 hour has volunteered so far. Requested a hard push for these as event cannot go ahead without a minimum of 2 appropriate first responders (paramedic/doctor/nurse/police medic/firefighter) present for whole event (4hrs). Advertise on sandwich board at other events, targeted Parentmail, ask in class WhatsApp groups, request on SM etc, wider community (family members, scouts etc). Around 10-12 volunteers have made contact currently which is really appreciated - more needed, continue to request. Stalls, food trucks and entertainment all discussed as per previous meeting. Agreed to forge ahead with bookings and organisation as long as deposits can be transferred, despite lack of volunteers, as otherwise may not get vendors etc. More experienced committee members reiterated that we should be outsourcing what we can to reduce the amount of volunteers needed. Members to reach out to dance, judo, football and any community activity who may want to out on a demo or performance and feedback at next meeting. Sarah A in contact with inflatables company, which is around £500 with two generators and staff for two activities. Agreed not to book candy floss and popcorn machines due to cost and staffing. Fire engine TBC. Consider a 'Beat the goalie' – Laura to enlist someone. No slime making as allergy risk, so stick to glitter tattoos and sand art. Consider offering tokens to entice volunteers? Meeting required specifically for summer fete as lots to be done. To be arranged via fundraisers WhatsApp group. Discussion into making the event school community focused and to build next year. Free entry and charge at stalls agreed. Laura to send risk assessment and floor plan to Sarah A and apply for TENS license.

Laura

Laura

6.7 Krispy Kreme – Friday 21 July 2023

ALL

Agreed to take pre-orders plus boxes to be sold individually. 900 brought last time and all sold – possibly more this time.

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 - agreed 9 June with a summer theme. Years 1-6 after school and reception during school. No glow toys. DJ for the rainbow disco not to be reused- try to contact previous one or the one used at the Year 6 leavers party (Di's sister?). Sarah to contact.

Sarah D

6.9.2 – Pro- strike football - Strong no from Sarah M following some research into it she does not feel it is in keeping with the school ethos

6.9.3 - Events refreshments- Sports day 7 July. Year 6 play Tuesday 11 and Wednesday 12 July (both evening performances). Musical soiree Thursday 22 June.

7. ANY OTHER BUSINESS

Bar stock- Sarah D to check bar stock is adequate for all upcoming events. Plastic cups needed.

Sarah D

Treasurer's announcement – Laura advised this will be her last year as treasurer and she will be formally standing down at next AGM. She would like to recruit now for a

replacement so that there can be a period of working side by side and training/mentoring and stepping back gradually before the AGM. Very sad announcement for the fundraising team but Laura reassured us that she is not completely disappearing just stepping back from a formal committee position. An EGM will be needed if Laura steps down ahead of January.

8. DATES OF NEXT MEETINGS

Wednesday 17 May

Thursday 15 June

Wednesday 19 July (including end of term fundraiser drinks)

Holly Trees Fundraisers Accounts
Spring Term - Academic Year 2022-2023

2022-23 Receipts & Payments

	<u>Receipts</u>	<u>Payments</u>	<u>profit/loss</u>
<u>Fundraising Activities</u>			
Pre-Loved Uniform	£103.72		£103.72
Bags 2 School	£70.00		£70.00
Non-uniform Day			£0.00
Krispy Kreme Donuts			£0.00
School Disco	£1,111.55	£448.72	£662.83
Wine Tasting	£2,136.21	£1,187.50	£948.71
School event refreshments	£107.42	£32.90	£74.52
Pizza evening	£152.00		£152.00
Total fundraising activities	£3,680.90	£1,669.12	£2,011.78
<u>Other Receipts/Payments</u>			
School Lottery	£471.60		£471.60
Amazon Smile	£86.87		£86.87
Easy Fundraising			£0.00
Donations	£905.76		£905.76
Essex Passes			£0.00
School Donations		£7,000.00	-£7,000.00
PTA Expenses (e.g.Zoom, PTA membership etc)		£140.00	-£140.00
Gift Aid			£0.00
Walking Tour			£0.00
Miscellaneous		£50.00	-£50.00
			£0.00
Total Other	£1,464.23	£7,190.00	-£5,725.77
Total Term Profit/Loss	<u>£5,145.13</u>	<u>£8,859.12</u>	<u>-£3,713.99</u>