



**Thursday 15 June 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  
3.1 Laura stepping down – timelines / EGM? Laura
4. Finance update Treasurer  
To include Your School Lottery and funds raised updates as relevant
5. Projects to be funded Sarah M / Sarah D  
5.1 Update on OPAL funding provided and requests Sarah M  
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 ZP / VT / LY  
6.1 Uniform sales  
6.1.1 Debrief – Friday 28 April  
6.1.2 Planning – Friday 16 June  
6.1.3 New Reception parents sale / Open day- Thursday 8 June / Thurs 6 July  
6.2 Disco – Friday 9 June - Debrief All  
6.3 Summer fete – Saturday 1 July All  
6.4 Events refreshments All  
6.4.1 Music Soiree – Thurs 22 June  
6.4.2 Sports Day – Friday 7 July  
6.4.3 Year 6 Play – Tuesday 11 and Wednesday 12 July  
6.5 Krispy Kreme sale – Friday 21 July All  
6.6 Fireworks – Friday 3 November All  
6.7 2024 inflatables day – Friday 22 Sept - TBC All  
6.8 Any other events All
7. Any other business
8. Date of next meeting – Wednesday 19 July 2023

**Minutes of the Fundraisers meeting held in person and on Zoom  
Wednesday 17<sup>th</sup> May 2023 at 7pm**

<b>In attendance</b>	Flavia Conde (Co-Chair)	Sarah Adams (Co-Chair)
	Nicola Walker (Co-Secretary)	Sarah Day (Treasury Assistant)
	Sarah Meacher	Jen Ungoed (Co-Secretary)
	Paula Peskett	Zsofia Paulik
		Andrea Wilkins (Zoom)

**1. APOLOGIES FOR ABSENCE**

Laura, Vanessa, Tori

**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

So far this term fundraising activities have generated £1580.71 of income before expenses.

The School Lottery, Amazon Smile, Easy Fundraising, Gift Aid and Direct Parent Donations have generated £868.01. Thank you for everyone's continued support and substantial donations towards the outdoor redevelopment programme.

This brings our total receipts for Summer term so far to £2,448.72.

**Payments**

Our total Payments for Summer term so far comes to £6,764.79. This takes into account expenditure for the recent music bingo evening and drinks purchase for fundraising events. As well as event expenses, we have donated £6,000 so far this term to the school towards school books and having paid the first tranche of funding towards the outdoor redevelopment programme, OPAL.

This leaves us with £12,865.89 of cleared funds in the bank with uncleared credits of £250.55 and uncleared debits of £1,006.36.

After expenses, the following events this term have raised:

Bags2School - £130.00

Pre-loved uniform - £138.90

Easter Activity- £91.57

Music Bingo- £705.08

**Your School Lottery**

The School Lottery has generated £1,406.20 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.

Nici to download and share the latest promotion for social promotion

Nici

## 5. **PROJECTS TO BE FUNDED**

Sarah M

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

Sarah M reported that the continued £1000 a month for books was greatly appreciated and that the children were aware that the new books came from the committee and volunteers fundraising efforts. Sarah M requested that the Fundraisers continue with this regular donation for the foreseeable future and noted that the focus would now be on updating the non-fiction section as many of these books were outdated. Members of the committee agreed to continue with the regular donation towards new books.

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, and staff training has also been completed. A full site survey to plan the layout is scheduled for 23 May to plan where equipment will be placed, including fixed storage.

Sarah M explained the initial rollout had begun this week and that the initial focus would be on quick wins, for example chalk, zoning areas and opening up the field more. Children had been allowed to roll down the hill on the field from today. There have been no behaviour issues and no money has yet been spent.

The quote for the large storage sheds was £24k. Mr Hocking & Mr Allen are considering whether they can build the storage, so that HT can then designate more funds to the sand pit. Sarah M noted that it would still cost around £10k for materials to build the shed but that this was a substantial saving. The committee suggested that the school could also ask for support from parents with the build.

Sarah M confirmed that the location of sheds had not been finalised and further discussions would be held with OPAL to finalise the storage location. Sarah M wants to ensure that the sheds do not cause an obstruction or impact the aesthetic of the playground. Sarah M also noted that the school needed to be able to complete the fire drill and have access to the playground for a fire engine.

Flavia and Nici explained that it was important for the Fundraisers to understand the layout of the outside space to enable planning for future events. Nici explained that the Circus had refused even a provisional booking until site plans had been confirmed so they could be assured that access had not changed. Nici requested an update on the plans asap so the Circus could be booked and to support with planning for other events. Sarah M noted that Sarah D would be included in the meeting and confirmed she would share the final plans with the committee as soon as available.

Sarah M confirmed that the Fundraisers had donated £5k this week towards the outdoor redevelopment and £15k in total to date.

Nici asked about plans for launch/communication for the OPAL project. Sarah M explained that the recent parent survey was part of the initial launch and that the focus would now be on quick wins and asking parents for particular donations (i.e. dressing up items, household utensils). Nici noted that it would be nice to share updates with parents and explain the purpose of the project. Sarah M agreed and noted that they had shared an update during assembly and so the children would be talking about it with their families.

Paula suggested that if there is a fundraisers stand at the Summer fete or other events, this could include information on OPAL. Sarah M shared that the school now has some display stands which could be used. There is an Open evening on 6 July

where a display about fundraisers and OPAL could be included to raise awareness and try to encourage more support from other parents. The committee agreed to invite new parents to the next meeting and to potentially make the September meeting a 'drinks & committee meeting' to encourage new parents to join. Flavia asked if the Fundraisers could give a mailer to reception children when they join and Sarah M agreed this could be done.

Sarah M noted that they would be visiting another local school who have had OPAL for around 18 months next Friday. Sarah D would be attending on behalf of the Fundraisers.

**5.2 Additional funding provided and requests including all weather pitch repairs**

Sarah M noted that the outdoor play equipment required further work and that a bolt needed for the rope bridge had not arrived, so the rope bridge had been removed. If the bolt does not arrive then the equipment will be used for den building instead. Only outstanding work from previous donations is the repairs to the All Weather Pitch and have put in a new request for the Astro-turf repairs only. Nici asked if the target boards had been changed to chalk boards, but Sarah advised these were not changed as requested, so changes were being requested. Sarah asked if the school had to continue using Sovereign. Sarah M confirmed that they could explore other options.

**5.3 Fundraisers shed**

Measurements obtained for previous meeting (length 360cm x width 230cm). Nici identified potential option from Costco. Sarah A to complete a further search and consideration to be given to assembly. Flavia requested that final decision is made by 26 May so there's time to build it before the fete.

Laura /  
Sarah A

**5.4 PA system**

Mrs Waddington's husband's company to provide a cost estimate. Expected cost to install a system £2500 or alternatively could hire when required. Sarah M to share further details with the committee.

Sarah M

**5.5 Any additional requests to be discussed**

There was a request from a parent attending the Bingo night for the Fundraisers to confirm and share expected dates/events for the year ahead. Flavia noted that a calendar had been prepared and this could be updated and shared. This will also be helpful to book vendors in advance for events.

Flavia

**5.6 Community Grant**

No update since the last meeting. Jen will prepare application to National Lottery grant and resubmission to Ford Community grant. Jen noted that the grants would be more likely to be successful if there is a community involvement element to the project. Sarah M noted that she would be open to this and would consider allowing brownies, scouts or toddler groups using the outdoor facilities. Sarah M also noted that the holiday club was open to other children in the community too. Jen has secured a family ticket donation to Barleylands which will be used as a prize at an upcoming event.

Jen/ Flavia

Jen suggested that the committee should consider opportunities for community funding and see if there is an opportunity to get local press coverage at the summer fete and on the outdoor redevelopment project.

## 6. EVENTS

### 6.1 **Uniform sales**

Zsofia

6.1.1 **28 April debrief** - Postponed from 24 March due to inclement weather. Sale was successful. Some spare uniform given to the school as spares, and some grey uniform has been donated to Squirrel Heath Primary school who had an urgent need.

6.1.2 **16 June** - planning underway

6.1.3 **New Parent Meeting**- 8 June. HT admin to notify new parents that fundraisers will be there selling uniform. Agreed not to sell uniform on 6 July open evening.

### 6.2 **Music bingo Debrief - Friday 12 May**

All

Event was very successful and positive feedback from parents who attended. Good level of profit made from the event, particularly considering lower effort event. Consider using microphone at future events and make sure to regularly leave time for people to catch up, and to read out song titles. IT issues at the start weren't ideal but eventually resolved with thanks to Mr Carpenter. Discussion around whether to include pizza at future event but noted that it allowed tickets to be priced with a higher profit margin. Flavia to create a social media post and tag the companies who donated prizes. Flavia suggested that the committee should create and maintain a list of donations to ensure that companies are not approached too frequently. Flavia- suggested putting together a list of donations.

Flavia

Flavia

Suggestion of consider running a family music bingo event, but would need to check if there are any restrictions on bingo events for children under a gaming license.

### 6.3 **Disco – Friday 9 June**

Summer theme, Years 1-6 after school and reception during school. No glow toys. Sarah A had booked the DJ. Flavia suggested that the committee should also create a list of all contacts. Reception to do own disco and bubble machine to be given to Mr Hudson. Crisps, fruit and drinks to be included and ticket price £4. Sarah D will check on left-over fruit and then purchase more to top up, and also purchase the crisps. Reminder to parents not to send sweets and lollies in for the disco. Advertise from Monday and tickets on sale until the week of the disco- Nici to setup ticket sale on PTA events. Flavia to create poster. Sarah M advised no need for DBS for people checking off lists.

Sarah D

Nici  
Flavia

Discussion around best way to distribute snacks and agreement to test wristbands and mark off snacks when given. Wristbands can also then be used to identify children with allergies – Sarah M to check what is left in the office. Sarah D confirmed she had donated squash so should be enough- thank you Sarah for your generous donation.

Sarah M

Provisional date for next disco- 22<sup>nd</sup> September.

### 6.4 **Summer fete – Saturday 1 July between 1-4pm**

Sarah A

Sarah A confirmed that the school had confirmed the stage can be used as long as the weather is dry. 5 gazebo's now identified- including school ones, fundraisers gazebo and Lucy's. Agreed to setup sturdier items the night before assuming weather is ok. Andrea to confirm if donated gazebo can be pegged down.

Andrea

Access to the school on 1 July for setup needs to be confirmed with Sarah M.

Sarah A updated that the Inflatable company have now said they can't offer staff for the event. The company would drop the equipment off and set it up, and still provide

Liability insurance. Committee aligned that would respond and express disappointment. Noted that would need to have at least 2 people per bouncy castle, so even more important to secure more volunteer support.

There is a need for people to man the gate. Suggestion that the Rotary club could support with this whilst handing out flyers and also act as a location for lost & found, and missing children. Consideration needs to be given to where the PA system will be located for the acts performing.

Limited First Aider volunteers (only 3) and need to ensure that the volunteers have an opportunity to enjoy the event. If there remains only 3 volunteers, then will rotate so each volunteer does 1 hour on location, 1 hour with a walkie-talkie, and 1 free hour. Committee will continue to ask for more volunteers to act as First Aiders.

Paula updated that Trailnet charge for events and that she is waiting for them to call back with further information. Paula will also contact Hutton Tennis club and also suggested exploring whether the new Paddle Board club would be interested. Sarah D offered to follow-up with Malina patisserie and the creperie to see if they would be interested in attending the event. Paula also offered to approach the gem stall on the high street. The committee agreed that social media posts will be put on the Holly Trees Fundraisers facebook page to request more stalls and food truck options. The committee aligned that it would be better for communications to come from the official fundraisers email so lead to draft communication and forward to account so Flavia or Nici can send.

Sarah A to check with Leanne who the band at the cinema event was, and Kate to check with Anna about their local band.

Requirement to map out location of different activities and stalls to ensure sufficient space. Agreed to locate map from previous events to planning. Nici noted that it was important to ensure there was sufficient space for queuing. Sarah A proposed that the inflatables should be located on the football field and noted that they came with crash mats but were awaiting confirmation regarding cordons.

Andrea to follow-up with regards porta loos- 3 or 4 required for the event. Sarah A confirmed she was following up on whether the fire engine could be on site for the fete, but noted that they would need to be able to get off site if required during the event.

## 6.5 Events refreshments

Need a call out for volunteers

### 6.5.1 Music Soiree – Thurs 22 June

TBC when we will find out whose children are performing, as parents may be willing to help.

### 6.5.2 Sports Day – Friday 7 July

It worked well last year to ask people to swap between morning or afternoon so they could still watch their children.

### 6.5.3 Year 6 Play – Tuesday 11 and Wednesday 12 July

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

## 6.6 Krispy Kreme – Friday 21 July 2023

Agreed to take pre-orders plus boxes to be sold individually. 900 brought last time and all sold – possibly more this time. Andrea and Jen offered to support with collection.

## 6.7 Fireworks

No updates at this time.

ALL

Paula

Sarah D

Paula

Sarah A /  
Kate

Andrea

ALL

Andrea/Jen

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

Laura

#### 6.8 **Any other events**

##### **Circus 2025**

Dates requested but they will not accept booking until OPAL plans are clear.

##### **2024 inflatables day**

Consider getting a company in to run the event, with us getting a % of sales. Possibly Friday 22 September.

Nici (TBC)

##### **Pub quiz**

Flavia suggested a quiz, as she had found questions online. We would just need to do bar and prizes. Consider Friday 13 October.

Flavia(TBC)

#### 7. **ANY OTHER BUSINESS**

**Bar stock**- bar stock check to be completed after Bingo event.

**Treasurer's announcement** – Laura advised at the last meeting that she would 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. An EGM will be needed if Laura steps down ahead of January.

Laura

**Promotions on gate** - Nici asked if the Fundraisers could tie posters with cable ties on to the gate. Flavia noted that she was creating a banner for the fete and could do make something so posters could be attached to it. Sarah M agreed could consider doing something on the fence but noted that laminated posters only last about a week.

#### 8. **DATES OF NEXT MEETING**

Thursday 15 June

Wednesday 19 July (including end of term fundraiser drinks)

## Appendix 1

**Holly Trees Fundraisers Accounts**  
**Academic Year 2022-2023**

**2022-23 Receipts & Payments**

**Summer Term**

	<u>Receipts</u>	<u>Payments</u>	<u>profit/loss</u>
<b><u>Fundraising Activities</u></b>			
Pre-Loved Uniform	£138.90		£138.90
Bags 2 School	£130.00		£130.00
Easter Activities - Squashmallow	£91.57		£91.57
Music Bingo & Pizza	£1,220.24	£515.16	£705.08
Summer Disco			£0.00
Summer Fete			£0.00
Year 6 Leavers Play			
<b>Total fundraising activities</b>	<b>£1,580.71</b>	<b>£515.16</b>	<b>£1,065.55</b>
<b><u>Other Receipts/Payments</u></b>			
School Lottery	£315.40		£315.40
Amazon Smile	£32.61		£32.61
Easy Fundraising			£0.00
Donations	£520.00		£520.00
Essex Passes			£0.00
School Donations		£6,000.00	-£6,000.00
PTA Expenses (e.g.Zoom, PTA membership etc)			£0.00
School event refreshments			£0.00
Miscellaneous		£249.63	-£249.63
Year 6 Leavers Party			£0.00
Gift Aid			£0.00
Walking Tour			£0.00
<b>Total Other</b>	<b>£868.01</b>	<b>£6,249.63</b>	<b>-£5,381.62</b>
<b>Total Term Profit/Loss</b>	<b><u>£2,448.72</u></b>	<b><u>£6,764.79</u></b>	<b><u>-£4,316.07</u></b>