



HOLLY TREES FUNDRAISERS

Wednesday 10 January 2024
School from 7.30pm (following AGM)

MONTHLY MEETING AGENDA

1. Introductions and apologies Chair
2. Minutes of the last meeting – review action points Secretary
3. Matters arising not elsewhere on the agenda All
4. Finance update Treasurer / Laura
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 Grants All
6. Events
 - 6.1 Refreshments – Debrief / things to note from Reception and Year 1 plays. All
 - 6.2 Secret gift shop – Friday 8 December – Debrief All
 - 6.3 Grotto / crafts – Thursday 14 December – Debrief All
 - 6.4 Name the elf and any Your Childs Art update – Debrief Amy / Sarah M
 - 6.5 Uniform sales:
 - 6.5.1 - Friday 26 January 2024 Zsofia / Lucy
 - 6.6 2024 events:
 - 6.6.1 – Disco – Friday 9 February Zsofia / Paula
 - 6.6.2 – Wine Tasting – Friday 8 March Laura – TBC
 - 6.6.3 – Others – Fireworks – Friday 8 November 2024, Quiz available – no date set TBC
7. Any other business
8. Date of next meeting - TBC

**Minutes of the Fundraisers meeting held in person
Tuesday 5 December at 7pm**

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

1. APOLOGIES FOR ABSENCE

None received

2. MINUTES OF THE LAST MEETING

Additional comments on the fireworks debrief were noted as follows:

- Use of Mr Hocking and Mr Allen’s office restricted to the Treasurer / Treasury Assistant was very helpful and recommended for future large events to hold cash.
- Outdoor extension cables should be bought in future rather than using personal ones, as there were issues with them shorting urns
- More beers should be purchased – possibly around 250 cans (130 bought for 2023 ran out very quickly).
- Around 100 people (aside from volunteers) weren’t checked in, so more tickets (within safe ratios) could be sold next year with the expectation that a number won’t come on the night anyway.
- Although it was positive to keep pricing the same, we could consider £3 child ticket only for over 2’s up to the end of primary age. Secondary children would need to pay an adult price which is in line with many other displays / events.

3. MATTERS ARISING NOT ELSEWHERE ON THE AGENDA

None

4. FINANCE UPDATE

No full update this meeting as not long since the last meeting.

Laura

5. PROJECTS TO BE FUNDED

5.1 Update on OPAL funding provided and requests

Mrs Meacher had shared a breakdown between meetings of the allocation of the £15k donated so far as below:

All

Donation from Fundraisers for OPAL to date £15000		
Storage Sheds (total cost inc installation)	£5750	
OPAL play items	£450	
Sports equipment for OPAL	£175	
Additional mobile storage	£125	
Welly Storage for whole school	£1500	

Sub total	£8000	Balance remaining: £7000
<i>Remaining money earmarked for audio/music equipment & sandpit. Although we anticipate that the sandpit will cost at least £10,000. This cannot be installed until Spring.</i>		

Mrs Meacher advised that other costs such as the OPAL programme consultations, staffing costs and training costs have been paid from the school's main budget, which the committee were very pleased to hear, as we would prefer funding used for tangible items where possible.

There was a discussion over clarity of costs for the remaining allocation of fundraiser donations for OPAL, which would be helpful in order to keep parents updated on how funds have been spent / earmarked and keep them engaged in future fundraising. It was agreed that in future, funding will be requested and considered for specific requests, rather than the £5k tranches as has happened in the past. While school will still decide and contract suppliers directly for projects funded by donations, Nici and Flavia requested visibility of quotes for our records for projects alongside the invoice requests for funding.

It was suggested that further school communications and visuals about the OPAL plans could help fundraising along with clearer targets / fundraising 'thermometers' for individual elements – Flavia said she was happy to help create mock up visuals of the sandpit, etc if helpful.

5.2 Additional funding provided and requests including all weather pitch repairs

No updates on the all-weather pitch repairs – carried forward.

Sarah M

In addition to the Year 1 Christmas play costumes for £89.16 approved last meeting, we also approved Reception Christmas play costumes for £35. Mrs Meacher will clarify costs for Year 6 tables, which were understood to be between £85-110 each depending on discounts.

Laura / Nici

Sarah M

5.3 PA system

Mrs Meacher confirmed Mr Waddington had visited school to review the site, but hadn't emailed back with quotes. Nici to check in with Lee / Choice Productions to get the quote.

Nici

5.4 Any additional requests to be discussed

No additional requests

5.5 Community Grant

Sarah A had heard we did not get the Ford grant again – the next opportunity to apply would be in March. The community elements for use of OPAL by holiday club could be used to support the application. The lottery grant is to be spent in a short time if it's applied for in future, which should be kept in mind.

6. EVENTS

6.1 Refreshments

Zsofia

6.1.1 Year 1 plays – Tuesday 5 December am / Wednesday 6 December pm –

Tuesday morning was very quiet with not much sold. Hopefully the next afternoon will be busier.

- 6.1.2 Reception play – Friday 15 Dec am** – More volunteers would be helpful – to ask on the WhatsApp group.
- 6.2 **Secret gift shop – Friday 8 December** ALL
 Sales were a little low compared to usual (569 gifts) with 733 bought, including perishables. Agreed to sell leftover food stock at the grotto and gifts event. Next year consider fewer items, but we need to meet the minimum order levels from the wholesaler (£500). We should break even if we can sell unsold stock. Nici to do another push on the WhatsApp groups. Nici
- 6.3 **Grotto / crafts – Thursday 14 December**
 Almost all grotto slots were sold out with just a few left in the late 5.15pm timeslot. Sales have been closed to allow time to buy and wrap book gifts. We are very light on parent support, so very grateful for staff helping on stalls. Mrs Meacher advised After School Club will close at 5pm, and those staff will help in the crafts afterwards until 6.30pm. Nici to ask for extra help on the volunteer WhatsApp. Year 6 staff have offered 22 student ‘elf’ volunteers to help with crafts as well. Nici
 Father Christmases to arrive from around 2.45pm ahead of the end of school. Nici to ask on WhatsApp for electric blankets to keep them warm. Nici and Laura to check on gift suggestions to thank Father Christmas volunteers for their time. Grotto and craft set up from 1.30pm – Mrs Meacher to check with Steve about the heavy duty PVC sheeting from last year. Nici / Laura Sarah M
- 6.4 **Name the elf and Your Child’s Art**
 Name the elf competition is underway with 50p per guess. Some parents had complained their child’s art designs were loaded incorrectly / swapped with other students, but Amy said names were done by class teachers so she was not involved. With a number of Christmas competitions it’s very likely students just got confused.
- 6.5 **Uniform sales – Friday 26 January 2024**
 Still planned, no further updates.
- 6.6 **2024 events** ALL
6.6.1 – Disco – Friday 9 February – Carried over to next meeting – actions from October: Zsofia to contact DJ and request fewer games, bring lights and a better playlist. Laura has a smoke machines and disco lights to borrow. Agreed to ask DJ if she has UV lights or anything else. Zsofia
6.6.2 – Wine Tasting – Friday 8 March confirmed with an Australian theme. No further actions yet.
6.6.3 – Others
 Fireworks – Friday 8 November booked. Directly after half term can be challenging for timings but no other option.
 Quiz evening – TBC – quiz ready to go if needed thanks to Flavia.
7. ANY OTHER BUSINESS
- 7.1 **Succession - AGM / Committee roles** ALL
 Handover notes have been started and PTA Events support will be offered. Nici to promote on ParentMail again.

7.2 **Your School Lottery**

Mrs Meacher confirmed we could do an extra page promotion in the newsletter for the bigger jackpot prize before Christmas, but none of the committee has capacity this week, so possibly another week.

7.3 **East Anglia Pass**

TBC if these are still valid as been in the safe for some time. Barleylands / Adventure Island passes could be considered for the future.

7.4 **Barclays charity banking**

There have been challenges with the bank and we've heard of them trying to close or make it harder for other charities, but there aren't many other high street options.

8. DATES OF NEXT MEETING

ALL

Wednesday 10 January 2024 – Meeting and 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>Other Receipts/Payments Breakdown</u>	
<u>Fundraising Activities</u>					
Pre-Loved Uniform	£374.00		£374.00		
Bags 2 School			£0.00		
Inflatables	£556.00	£570.48	-£14.48		
Fireworks	£11,967.74	£5,383.15	£6,584.59		
Christmas Cards			£0.00		
Grotto 2023	£1,471.95	£827.13	£644.82		
Secret Gift Shop 2023	£1,164.07	£957.39	£206.68		
Year 1 Christmas Play Refreshments	£31.40	£0.00	£31.40		
Guess the Elf	£160.50	£24.99	£135.51		
Total fundraising activities	£15,725.66	£7,763.14	£7,962.52		
<u>Other Receipts/Payments</u>					
School Lottery	£542.90		£542.90		
Easy Fundraising			£0.00		
Donations	£159.00		£159.00		
Essex Passes			£0.00		
School Donations		£2,552.07	-£2,552.07		
PTA Expenses (e.g.Zoom, PTA membership etc)		£519.71	-£519.71		
School event refreshments			£0.00		
Gift Aid			£0.00		
Walking Tour			£0.00		
Miscellaneous		£13.00	-£13.00		
Total Other	£701.90	£3,084.78	-£2,382.88		
Total Term Profit/Loss	£16,427.56	£10,847.92	£5,579.64		

School DonationsLiteracy books - Little Wandle
Recorders

Dining Tables

Reception & Year 1 Christmas Activities

PTA ExpensesUrn
Zoom renewal
Padlocks
Event alcohol
Event Safety barrier and Pins

Shed Storage Trunk

Hazard Tape

Walkie Talkies

First Aid Refills

Light up batons & batteries

Miscellaneous

New shed build thank you gift