



HOLLY TREES FUNDRAISERS

Tuesday 5 December 2023

TBC from 7pm

MONTHLY MEETING AGENDA

1. Introductions and apologies Co- Chairs
2. Minutes of the last meeting – review action points Secretary
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 PA system All
 - 5.4 Any additional requests to be discussed All
 - 5.5 Community grant All / Flavia/ Jen
6. Events
 - 6.1 Refreshments: All
 - 6.1.1 – Year 1 plays - Tuesday 5 Dec am / Wednesday 6 Dec pm
 - 6.1.2 – Reception play – Friday 15 Dec am
 - 6.2 Secret gift shop – Friday 8 December
 - 6.3 Grotto / crafts – Thursday 14 December All
 - 6.4 Name the elf and any Your Childs Art update
 - 6.5 Uniform sales
 - 6.1.1 - Friday 26 January 2024 ZP / VT / LY
 - 6.6 2024 events:
 - 6.6.1 – Disco – Friday 9 February
 - 6.6.2 – Wine Tasting – Friday 8 March
 - 6.6.3 – Others – Fireworks – Friday 8 November 2024, Quiz available – no date set
7. Any other business
8. Date of next meeting - Wednesday 10 January 2024 – with AGM

**Minutes of the Fundraisers meeting held in person
Tuesday 21 November at 7pm**

In attendance	Flavia Conde (Co-Chair)	Laura Austin (Treasurer)
	Nicola Walker (Secretary)	Sarah Day (Treasury Assistant)
	Zsofia Paulik	Paula Peskett
	Amy Roberts	Andrea Wilkins
	Helen Nadarajah	Lucy Young
	Natalie Nottage	Elaine
	Lisa Black	Jeff
	April	Lucy
	Rhia	

1. APOLOGIES FOR ABSENCE

Sarah Adams, Sarah Meacher

2. MINUTES OF THE LAST MEETING

The minutes from October were agreed

3. MATTERS ARISING NOT ELSEWHERE ON THE AGENDA

None

4. FINANCE UPDATE

Receipts

Laura

November has significantly contributed to our fundraising efforts this term with fundraising activities bringing in an amazing income before expenses of £14,619.04. Our annual fireworks display alone generated £11,967.74 before expenses.

The School Lottery, Amazon Smile and Direct Parent Donations have generated £526.45.

Thank you to everyone for their continued support.

This brings our total income to date to £15,145.49.

Payments

Our total Expenses to date comes to £8,645.39.

In addition to the previous contribution to the school of £1,000, the Fundraisers have since donated a further £167.60 towards recorders for the children. The PTA has also invested in 4 additional walkie talkies, light up batons for evening events, event safety barrier and shed storage trunks.

Currently we have £22,673.71 cleared funds in the bank, with a further £2096.98 of uncleared receipts and £368.49 uncleared payments.

A full breakdown of receipts and payments can be found in November's statement attached.

A number of volunteers were unaware of Your School Lottery. It was agreed to do another push on social media.

Flavia

5. PROJECTS TO BE FUNDED

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

Mrs Meacher was unable to stay for the meeting, but passed on a request for an additional £5,000. After some discussion it was agreed to request further clarity via email on spend to date from the £15k already donated, and an understanding of how the additionally requested sum will be spent.

Nici / Amy /
Sarah M

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

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

Funding had been requested and agreed since the last meeting for costumes Year 1 Christmas play costumes for £89.16. Further funds were requested for Year 6 tables (£2-3k) and dining tables (£1.2-1.5k), both of which need replacing. While this was agreed in principle, it was agreed to also request visibility of quotes for consistency with the request around OPAL.

Sarah M /
Amy / Nici

5.3 **PA system**

There was no further update on the potential speaker system, as Mr Waddington (Choice Productions) was due to visit school and talk Mrs Meacher through options. Nici to check in with Mrs Meacher if this happened.

Nici

5.4 **Any additional requests to be discussed**

No additional requests

5.5 **Community Grant**

No further updates on the submitted Ford grant or National Lottery grant. More clarity on next OPAL benchmarks may be needed to support and justify claims

Sarah M /
Flavia

6. EVENTS

6.1 **Uniform sales**

Zsofia

6.1.1 Friday 10 November debrief – this was busy but manageable and there are a few empty boxes now.

6.1.2 Friday 26 January – Discussed the usual January sale (BOGOF) but some of the uniform stocks are low, so it was agreed to maintain normal pricing and review nearer the time if there were a lot of donations in the interim.

6.2 **Fireworks Debrief – Friday 3 November**

ALL

Overall very positive feedback for the event. The reduction in numbers to 1500 (from 1700 last year) meant a drop in revenue but the site felt more comfortable. Pushing the display back slightly to 7.30pm was also helpful to allow extra sales as people arrived on site later to avoid the earlier rain. The duration of the display was felt by some to be a little long, but others commented that it people may not feel it was good value for money if too short. Being able to set up the lights and start the playground from 2.30pm also meant less of a rush after school. The high number of parent, staff and Brentwood a Beckett Rotary volunteers was very much appreciated to help with smooth running of the event. It was suggested name stickers and a volunteer 'greeter' would help in future to make people feel more welcome and assign jobs from the start, along with more detailed stall set up notes.

We raised around £6559 (just waiting for a few final payments), which is down on last year but still an excellent sum. This was due to having fewer people, more volunteers with free tickets, an increase in display costs, and extra costs from having to hire the portable toilets. Despite this, we kept the cost to families the same as last year, with adult tickets at £8, children over 2 for £3 and under 2's for free. It was noted that other PTA displays were more expensive (particularly St Peters whose tickets started at £8.50 for children).

We were very lucky to be supported by a number of local businesses, and give thanks to Cellers Wine Merchant for donating the mulled wine again, Choice Productions for the PA system, Crown Hire for discounted portable toilets, and Beresfords for the promotional boards.

The bar was very busy and ran out of red wine and beers relatively early and needed to go to get more. As there was not time to shop around for deals this may also have impacted income a little due to reduced margins as well as a period of lost sales. The marquee over the hot water urns was very helpful, if we could get another as well for next year it might be helpful in case of more bad weather. Small jars of coffee were good to just open what was needed. We need to make sure there are enough extension cables which can be used outside too.

Two glow toy stalls did not work well and next year one large stall should be considered, closer to the food vans perhaps to allow people do spread out. Glow toys sold out, so higher quantities should be ordered next time of slap bands and rings. Buying earlier helped to get better quality items at lower prices. We ordered 200 slap bands, 144 foam sticks (we also had poorer quality old stock to use up), 96 mini disco balls and 96 animal rings.

The food vans worked well again, although the sausage and burger van was a little slow and didn't serve chips, which led to some disappointment. The pizzas were popular and sweets did well, although the jacket potatoes were surprisingly quiet.

A key recommendation would be for the organisers to book a meeting with Mrs Meacher and Mr Carpenter a few weeks ahead of the event to talk through plans and requests. This may have avoided some issues at set up where fewer tables than requested were provided, leaving to last minute re-configuring of the stalls. Clarifying up front where items need to be returned to after the event will also be helpful to speed up clear up, as we were waiting for Mr Carpenter to advise us of some things. This could also be used to confirm who will turn off the classroom lights as it's a bit chaotic each year. More people who know how to set up and dismantle the lights would also be helpful.

Mrs Mate was great on the PA but there were a lot more children separated from parents (despite announcements asking parents to watch their children). The PA was helpful but hard to hear near the food trucks. The fixed PA system discussed

previously may have helped. Despite better walkies with headsets, it was still hard to hear. Luckily the light up batons weren't needed but helpful to have on standby.

6.3 6.3.1. - Refreshments at Year 1 plays - Tuesday 5 Dec 9.15am / Wednesday 6 Dec 2.15pm

Sarah Day sourcing snacks and topping up bar drinks. Nici to request volunteers from the group. Nici

6.3.2 – Refreshments at Reception play – Friday 15 Dec 9.15am.

As above.

6.4 Secret gift shop – Friday 8 December

Sales were opened early to allow people to book for the grotto and gift shop together. 400 gifts sold so far, with around 733 bought so far. Nici to do another push via ParentMail and poster for Christmas activities. Nici

6.5 Grotto / crafts – Thursday 14 December

We've sold 193 tickets for the grotto and crafts of the 220 capacity (190 grotto and 30 crafts). Many of the grotto slots unsold are in the late 5.15pm timeslot. 140 books have been bought so far. There will be two staff and two Year 6 elves for each of the 8 craft stations and marble game. Zsafia will demonstrate crafts to staff as Flavia isn't able to attend.

Zsafia to wash the Santa suits, and Nici to ask on volunteer group for electric blankets for both Santas. Zsafia / Nici

6.6 Any other events

ALL

6.6.1 – Disco – Friday 9 February – Carried over to next meeting – actions from October: Zsafia 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. Zsafia

6.6.2 – Wine Tasting – Friday 8 March confirmed with an Australian theme. No further actions. Laura

6.6.3 – Quiz evening – TBC – quiz ready to go if needed thanks to Flavia.

6.6.4 – Name the elf - Sarah Day has bought a large elf, and Amy will organise around the classrooms from Tuesday 5 December. 50p per guess again. Nici to promote. Amy / Nici

6.6.5. - Your Child's Art

Amy waiting for the school code from You Child's Art.

7. ANY OTHER BUSINESS

7.1 AGM / Committee roles

ALL

Discussed the available roles and reminded attendees to ask if they have any questions. A number of people expressed interest in taking on smaller events such as discos, uniform sales, quiz nights and potentially fireworks. For the charity to continue, we must have at least two elected roles (usually Treasurer / Chair / Secretary). The Fundraisers Terms of reference will be circulated for people to review. These are available on PTA Events in the 'About us' section.

8. DATES OF NEXT MEETINGS

ALL

Tuesday 5 December – possible change of venue to Spread Eagle pub as an end of year social meeting

Wednesday 10 January 2024 – with AGM

Holly Trees Fundraisers Accounts
Autumn Term - Academic Year 2023-2024

Autumn Term	2023-24 Receipts & Payments			Other Receipts/Payments Breakdown	
<u>Fundraising Activities</u>	<u>Receipts</u>	<u>Payments</u>	<u>profit/loss</u>		
Pre-Loved Uniform	£374.00		£374.00	<u>School Donations</u>	
Bags 2 School			£0.00	Literacy books - Little Wandle	
Inflatables	£556.00	£570.48	-£14.48	Recorders	
Fireworks	£11,967.74	£5,408.15	£6,559.59	<u>PTA Expenses</u>	
Christmas Cards			£0.00	Urn	Shed Storage Trunk
Grotto 2023	£998.00	£12.00	£986.00	Zoom renewal	Hazard Tape
Secret Gift Shop 2023	£723.30	£954.45	-£231.15	Padlocks	Walkie Talkies
Year 1 Christmas Play Refreshments			£0.00	Event alcohol	First Aid Refills
				Event Barrier and Pins	Light up batons & batteries
Total fundraising activities	£14,619.04	£6,945.08	£7,673.96	<u>Miscellaneous</u>	
				New shed build thank you gift	
<u>Other Receipts/Payments</u>					
School Lottery	£407.20		£407.20		
Easy Fundraising			£0.00		
Donations	£119.25		£119.25		
Essex Passes			£0.00		
School Donations		£1,167.60	-£1,167.60		
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	£526.45	£1,700.31	-£1,173.86		
Total Term Profit/Loss	£15,145.49	£8,645.39	£6,500.10		