



HOLLY TREES FUNDRAISERS

Wednesday 19th July 2023

Venue TBC 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 16 June
 - 6.2 Summer fete – Saturday 1 July - Debrief All
 - 6.3 Events refreshments - Debriefs 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
 - 6.4 Krispy Kreme sale – Friday 21 July
 - 6.5 Fireworks – Friday 3 November All
 - 6.6 2024 inflatables day – Friday 22 Sept - TBC All
 - 6.7 Any other events
7. Any other business
8. Date of next meeting- September - date to be confirmed 2023

**Minutes of the Fundraisers meeting held on Zoom
Wednesday 15 June 2023 at 7pm**

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|----------------------|------------------------------|--------------------------------|
| 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) |
| | Zsofia Paulik | Paula Peskett |
| | Andrea Wilkins | Lori Spandl |
| | | |
| | | |

1. APOLOGIES FOR ABSENCE

Sarah Meacher, Vanessa, Tori Rajaratnam

2. MINUTES OF THE LAST MEETING

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

Nicola/Jen

3. MATTERS ARISING NOT ELSEWHERE ON THE AGENDA

3.1 Laura stepping down – timelines / EGM?

Sarah M

Laura confirmed that she was still planning to formally stand-down and would ideally like to begin handing over to someone shortly. Sarah D confirmed that she was happy to support with TENS licenses, cashing in/out, letting forms and counting cash, but does not want to take over responsibility for the accounts. Laura shared an overview of what she currently has responsibility and noted that the accounts were in a going administrative order. Laura noted that she currently also covered Risk assessments, H&S and SAG but the committee agreed that these responsibilities could be assigned to another committee member. Laura advised that while she would ideally like to step down in the coming months, she would potentially continue in position until the next normal AGM [in January] if no replacement was identified.

The other committee team members shared challenges they were experiencing with balancing work and home responsibilities with the Fundraisers responsibilities, and it was recognised that action needed to be taken to reduce the workload for committee members. The committee agreed to focus on encouraging more volunteer participation to reduce the burden on a limited number. The majority of committee roles are likely to become available at the AGM. Nici suggested that people may be dissuaded from taking roles due to the expectations of also managing large events, but smaller events, such as disco's and wine tastings are more manageable if that's what an incoming committee would like to do.

4. FINANCE UPDATE

Finance Update was not available at the meeting and will be issued after the meeting.

Laura /
Sarah A

5. PROJECTS TO BE FUNDED

5.1 Update on OPAL funding provided and requests

Sarah M

Not discussed in the June meeting, update to be provided in next months' meeting.

5.2 Additional funding provided and requests including all weather pitch repairs

Sarah M

Not discussed in the June meeting, update to be provided in next months' meeting.

- 5.3 **Fundraisers shed** Laura / Flavia
 Agreed to see if Laura had any progress with a donation, but otherwise to move ahead with buying a shed in order to get it in place by the end of the school year. Measurements obtained for a previous meeting (length 360cm x width 230cm).
- 5.4 **PA system** Mrs Meacher / Nici
 As neither Amy or Mrs Meacher were at the meeting, there was no further update on Mrs Waddington's husband's company. Nici to collate a list of questions for Mrs Meacher before the next meeting.
- 5.5 **Any additional requests to be discussed**
 No additional requests discussed.
- 5.6 **Community Grant** Jen
 Jen confirmed that she has begun preparing the National Lottery grant application. Jen noted that the application to the Ford Community grant could be resubmitted in July and explained that higher priority is given to the grant if the project benefits dependents of Ford employees. Committee agreed to follow-up to see if there are any other parents who work at Ford and would be willing to be named in the grant application.
 Jen noted that other schools had achieved successful fundraising activities through community funding and suggested that the committee invite the local paper to the summer fete to raise awareness of the on-going fundraising for OPAL. The committee agreed this should be explored. Jen agreed to follow-up with Sarah M and then contact the local paper to confirm if they would be interested in covering the fete.

6. EVENTS

- 6.1 **Uniform sales** Laura / All
 6.1.1 **Debrief-** No update
- 6.1.2 **Planning-** Next sale planned for Friday 16 June, Zsafia confirmed that arrangements were in place. ALL
- 6.1.3 **New Parent Meeting / Open day** - Zsafia reported that there had been limited uptake at the New Parent Meeting. The committee agreed not to hold a sale at the stay & play session for new reception children. The open day will be busy and people will want to spend time with their families, so it as agreed not to run a sale. Sarah M/All
- 6.2 **Disco Debrief- Friday 9 June** ALL
 Paula reported that there had been mixed feedback from different year groups. There had been comments that there were no disco lights, which took away from the atmosphere. The DJ does have lights but didn't bring them as she had understood it was to be an outside disco, like the Year 6 leavers' party that she previously ran.
 Games for Year 1/2 seemed to be popular. Nici had feedback from a parent that the length of the games had meant that some children had to stay at the side waiting for a long-time, which made them upset. Any games should be quicker in the future, and allow all to join in. Paula reported that the year 3/4 disco went well, but the music for the year 5/6 disco wasn't quite right. Paula noted that this was due to issues with the Wi-Fi and that the teachers had offered to get song requests in advance so a playlist could be prepared.
 The committee discussed potential dates for holding next years discos and it was suggested to avoid summer so that it would be darker outside or consider holding a

summer disco in the forest school area. Sarah A suggested holding a disco in late November/early December and having a Christmas theme. Flavia noted that they would need to consider how this would work with the grotto and the disco could potentially replace the Christmas crafts. Noted that if it was a combined event then this event may need to be held on a Saturday to allow sufficient time. Potential to consider hiring a hall and hosting a larger Christmas event.

Paula noted that the wristbands to track snacks and drinks were logistically more challenging to hand out but were very helpful during the disco. There was an issue with some children's names where parents had registered in their own names, so the children weren't on the list. Nici noted that the PTA Events booking instructions should be reviewed for next time to make it clearer.

Paula explained that a local resident had made a complaint regarding a parents parking and recommended that future event advertisements include a reminder to park respectfully. Paula confirmed that she has prepared a checklist for the event and would circulate for the committee to review and confirm if any other items need to be captured. Noted that there were some upset children and having teacher volunteers present meant that they could be supported - committee agreed to request that there are teachers present at future events. Laura noted that someone with a school DBS check must be at the event, so a member of the committee must be at the event if there are no teachers present. Nici noted that there should be First Aider coverage and ensure that there is access to the office for health information and equipment.

Zsofia confirmed that there were 40 packs of crisps left and that these would be used for the musical soiree. Noted that the fruit was popular, especially for years 1/2. Laura to confirm finance update for event.

6.3 Summer Fete- Saturday 1 July

Sarah A / All

Sarah A confirmed that the Scout games had been booked in and would need to be collected.

The inflatable company will carry out a wind-check, set-up the inflatables including pegging, and put a barrier around the generator. Confirmed inflatables are a bouncy castle (without slide) and an assault course, so both inflatables are low height. It was agreed that whoever was assigned to the area should conduct a check on pegging every 30 minutes.

Flavia noted that Amy had shared that Tamsin's daughter would be happy to play at the fete. Flavia to forward details to Sarah A. Flavia confirmed that the school choir would be performing, along with other entertainers (Josh and Vicky via Facebook). Draft timing has been prepared but requires a final review so timing can be confirmed to performers. Follow-up with Sarah M required to confirm school stage can be used. Laura to confirm coverage for beat the goalie. There is no further news on the PA system, so agreed to check with Mrs Meacher if her portable speaker could be used instead.

Sarah A confirmed that set up was from 10am, and stall holders would be arriving at 11:30am. Flavia recommended that the setup team put tables out with the name of the stall holder. Sarah A suggested that permission is sought from Sarah M for performers and stall holders to be allowed to park on site. Sarah A noted that there were currently 7 confirmed vendors plus sports provider and entertainers who may need to park. Nici noted that access to the school building needed to be confirmed with Sarah M.

Cath is collating the list of raffle prizes, so further items should be logged with her.

The committee discussed how to advertise the entertainment schedule, as it is too short notice to create a programme. Flavia offered to organise a flyer with the schedule. Sarah D suggested that a whiteboard could be setup by the entrance and that posters could be placed on the railings and/or in the classroom windows. The committee agreed to arrange for the schedule to be shown by the entrance and also by the stage. Communications will also be shared on social media and through the class group chats.

Nici confirmed that Taz and Jo are kindly doing the main first aider shifts and Cath will be backup during the event. Jen confirmed that she would complete the maildrop to local residents to inform them of the event.

Sarah A to order tokens. Sarah D to follow-up with Dominos and confirm if they can support the event. Sarah A is finalising the location allocation for stall holders and noted that the fire engine would be the local Brentwood fire engine, so they could only confirm attendance close to the date.

Flavia noted that it would be preferable to have another food stall or a sweet stall. Lori offered to follow-up with local businesses to see if she could secure a further food stall. The committee agreed that if no other food stall could be confirmed then wrapped sweets could be sold. The new ice cream man is to be confirmed.

Sarah A noted that further volunteers were needed to support at the fete. All committee members agreed to try and rally further volunteers via WhatsApp class groups and using personal messages rather than more generic ones.

6.4 **Events Refreshments**

6.4.1 Music Soiree – Thurs 22 June- Sufficient drinks stock for the event. Paula and Lori can potentially support- further volunteers required. ALL
ALL

6.4.2 Sports Day – Friday 7 July- Jen and Paula can support for with setup. Laura, Paula & Zsofia can support with the afternoon session. Further support required for the morning session. ALL

6.4.3 Year 6 Play – Tuesday 11 and Wednesday 12 July- Sarah D to arrange TENS license. ALL

6.5 **Krispy Kreme – Friday 21 July 2023**

Not discussed. ALL
Andrea/Jen

6.6 **Fireworks – Friday 3 November**

Not discussed. ALL

6.7 **2024 inflatables day – Friday 22 Sept – TBC**

Not discussed. ALL

6.8 **Any other events**

N/A

7. ANY OTHER BUSINESS

None ALL

8. DATES OF NEXT MEETINGS

Wednesday 19 July (including end of term fundraiser drinks) ALL

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 | £5,145.13 | £8,859.12 | -£3,713.99 |