



7 pm, Tuesday, 28 February 2022

Virtual meeting via Zoom – details to be circulated via Parentmail

AGENDA

1. Introductions and apologies Chair
2. Minutes of the last meeting [see Annex 1] Secretary
3. Matters arising not elsewhere on the agenda
 - 3.1 Repairing the all-weather pitch Mrs Meacher
 - 3.2 Fundraisers shed Flavia
 - 3.3 Promotional chalk board in shed Nici / Mrs Meacher
4. Finance update Laura
5. Projects to be funded
 - 5.1 Any additional requests to be discussed All
6. Events
 - 6.1 Your School Lottery Laura
 - 6.2 AmazonSmile Laura
 - 6.3 Bag2School collection – Friday 4 March Nici
 - 6.4 Wine / Gin tasting event – Friday 4 March Laura
 - 6.5 Guess the eggs in the jar – from 21 March Amy
 - 6.6 Second Hand Uniform Sale and Krispy Kreme sale – Friday 1 April All
 - 6.7 Easter trail / Eggs in jar / Bunny teacher money – TBC All
 - 6.8 School disco – Friday 20 May All
 - 6.9 Pub quiz / theatre ticket sale – TBC All
 - 6.10 Second Hand Uniform Sale – Friday 10 June All
 - 6.11 Circus and fete – Friday 17 June 2022 Nici
 - 6.12 Parent's sports day - TBC All
 - 6.13 Flea market / boot sale All
 - 6.14 Cinema night – Saturday 24 September 2022 Nici
7. Any other business
8. Date of next meeting

Minutes of the Fundraisers meeting held at 7pm on Tuesday 8 February 2022

In attendance	Amy Roberts (Chair)	Flavia Conde (Vice-Chair)
	Nicola Walker (Secretary)	Laura Austin (Treasurer)
	Andrea Wilkins (Event Co-ordinator)	Christine Richardson
	Lori Spandl	Cath B-M
	Sarah Day	

1. APOLOGIES FOR ABSENCE

Apologies were received from Christine Harwood, Diane Borbhina, Sarah Meacher, Claire Moorey, Vanessa Terra- Karsisioti, Jen Morris, Danni Dune, AB Bursin, Lucy Young.

2. MINUTES OF THE LAST MEETING

The minutes were discussed and accepted with the below note:

5. Projects to be funded. Laura confirmed the extra £1k for EYFS books had been transferred, but neither Amy or Nici had received bank access.

Laura to check with bank

Laura

3. MATTERS ARISING NOT ELSEWHERE ON THE AGENDA
3.1 Planning activities for 2022

We discussed the compiled list of suggestions from the fundraisers group. A number were discounted due to timing / seasonal clashes with planned activities (inflatables day, Halloween disco, pumpkin carving, Christmas market), but these could be revisited in 2023. A number of activities were agreed (in principle) to be added to the next agenda and taken forward, or incorporated into other planned events, such as a combined Krispy Kreme and pre-loved uniform sale, and some summer fete stalls before the circus.

Nici

3.2 Fundraisers' webpage

Well done to Laura for making the page live and getting the wine evening tickets on sale. Amy and Nici to review the content and check for needed edits. The link for Facebook was also not working, and Nici had been unable to get the minutes to show on the site.

Amy / Nici

Nici

3.3 **Repairing all-weather pitch**

No update as Mrs Meacher was not able to attend. To be carried over to next meeting.

Mrs Meacher

3.4 **Fundraisers shed**

To be discussed with Mrs Meacher when she is back to check if the current 'footprint' could be increase or we there would be a better alternative location. The plastic sheds were felt to be more durable than wooden ones if we can replace it. It was suggested we could also a local business to sponsor it. Carried forward.

3.5 **Chalk board in shed**

To be carried over to next meeting as the team was unsure where the board had come from and if we could use it.

Nici

4. **FINANCE UPDATE**

So far this term fundraising activities have generated £489.40 of income before expenses. The following activities have raised:

Christmas cards - £367.97

Pre-loved Uniform - £116.43

Face Masks - £5

The School Lottery, Amazon Smile, Easy Fundraising, Gift Aid and Direct Parent Donations has generated £611.62. Thank you to everyone for their continued support.

Huge thank you to Aditi K's parents for the generous donation of £250. We will be contributing this to schoolbooks for the children.

This brings our total income for Spring term so far to £1,101.02. Our total Expenses for Spring term so far comes to £128.00.

This leaves us with £14,206.27 cleared funds in the bank with £187.50 yet to be banked bringing total funds to £14,393.77.

5. **PROJECTS TO BE FUNDED**

Carried over to next meeting as Mrs Meacher could not attend.

6. **EVENTS**

6.1 **Your School Lottery**

The School Lottery has generated £989.80 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.

Nici has done additional promotion on Facebook of winners to try and encourage awareness and participation.

6.2 **Amazon Smile**

Thanks to all those using Amazon Smile when making purchases.

6.3 **Secret gift shop approach**

The suggested change in approach to simplify and buy higher quantities of fewer items (a few chocolate options, then a mixture of unisex gifts such as festive glasses / mugs) was discussed.

Concerns were raised over if we would be able to find the volume of gifts at the current price. Use of wholesalers was suggested, and examples given of other local schools, who ask for higher donations, or ask that children bring in a cash amount then choose accordingly (up to £6 per gift).

A number of gifts (quizzes, festive socks, hats) had already been sourced by Sarah and Christine. It was agreed to pause purchasing and revisit the approach and price before summer.

6.4 **Uniform sale – Friday 1 April**

Ahead of the sale, it was agreed to ask Mrs Meacher to ask for donations of logo-ed items in the newsletter (in junior class sizes).

Amy

We have plenty of non-logo items.

Email advance orders to be taken again and to attempt to prioritise these. It was agreed to book in a further sale on Friday 10 June, and also ask Mrs Meacher if we could sell uniform and promote the fundraisers at the new reception parents evening.

Amy

- 6.5 **Bag2School – Friday 4 March**
Nici to check dates for late June Nici
- 6.6 **Easter activities**
Agreed to hold a ‘Guess the number of eggs in the jar’ competition, starting from Monday 21 March. Amy to run this. Amy

An Easter trail had been discussed, but none of the committee had capacity. It was agreed to ask on the fundraisers group if any of the volunteers wanted to ‘own’ this, and if not, we would not be able to go ahead. Nici
- 6.7 **Disco – Friday 20 May**
Amy to get a quote from entertainer for various sessions. Amy
- 6.8 **No item on the agenda as the Secretary can’t count**
- 6.9 **Wine tasting event – 4 March 2022**
Tickets were on sale, a Parentmail had been sent out. Facebook and Instagram promotion to go ahead. Flavia to create a poster. The event was open to all adults, but ideally friends and family of Holly Trees. The capacity for the event is 125, but we should aim lower to be able to manage demand better. Amy volunteered to support. Flavia

Raffle gifts were needed. Nici to write a Parentmail, and Amy to ask Mrs Meacher to include in the newsletter. Sarah Day volunteered to ask High Street shops to offer prizes in exchange for promotion on the evening and social channels. Christine contacted the owners of Brentwood Bagels on Crown Street, who have kindly offered a £10 voucher. Laura to ask Brentwood Kitchen. Nici / Amy
Sarah

Richard has agreed to cater, and Laura will speak to him tomorrow. Laura
- 6.10 **Circus – Friday 17 June 2022**
Despite the relatively short time between the end of school and start of the circus (at 17:30), we agreed to run some stalls to increase income. Initial suggestions were face painting (Laura volunteered), cake sale, wine hoopla, hook a duck (set in shed), lucky key (check in shed), sand art activity (sand and glass holders in shed), bird feeders, bash a rat. Other low cost and easy to run activities to be considered.

A lot of volunteers would be needed, ideally to allow for shifts rather than a small group of people miss out on enjoying time with their families. We discussed trying for year groups to 'own' stalls.

To increase potential earnings and time for people on site, we would like to offer hot food. For ease we would like to consider food trucks.
Amy to ask Mrs Meacher for her views. Amy

To discuss pricing etc at next meeting.

6.11 Cinema night – Saturday 24 September

The date was confirmed with school and the screening company.

7. ANY OTHER BUSINESS

No AOB

8. DATE OF NEXT MEETING

Agreed to meet **Monday 28th February at 7pm**, on Zoom, and to try to keep to two hours maximum.