

Minutes of the Fundraisers meeting held at 7pm on Tuesday 11 January 2022

In attendance	Amy Roberts (Chair)	Flavia Conde (Vice-Chair)
	Nicola Walker (Secretary)	Laura Austin (Treasurer)
	Andrea Wilkins (Event Co-ordinator)	Mrs Meacher
	Claire Moorey	Cath B-M
	Christine Harwood	

1. APOLOGIES FOR ABSENCE

Apologies were received from Christine Richardson, Jen Morris, Lori Spandl.

2. MINUTES OF THE LAST MEETING

The minutes were accepted.

3. MATTERS ARISING NOT ELSEWHERE ON THE AGENDA
3.1 Fundraisers' webpage

Laura shared information on PTA Events and Class List. As the websites and apps allow a branded platform for us to promote and run all events, payment, volunteer lists, uniform sale inventory and minutes ourselves, this will help to ease the administrative burden on the school office. Fees for tickets are much cheaper than Ticketsource, which was a big complaint with online fireworks tickets last year. Both sites would offer the option to sell tickets to people within and outside the school (and restrict where needed).

We would need to encourage parents to register on the site, and supply details for themselves and their children, so we do not need to share data with the site. Many other schools use PTA Events and a number of families and friends of fundraisers use the site.

It was agreed that Laura would set up a test site for PTA Events and look into a demo of Class List.

Laura

3.2 Repairing all-weather pitch

Mrs Meacher confirmed Mrs Nimants is still looking into quotes. To be carried over.

Mrs Meacher

4. **FINANCE UPDATE**

Income

Fundraising activities for the Autumn term have generated £13,257.50 of income before expenses. The School Lottery, Amazon Smile and Direct Parent Donations has generated £893.31. Huge thank you for everyone's continued support and generosity. After expenses, the following events have raised :

Second hand uniform - £194.18

Christmas Craft packs/chocs sale- £142.00

Secret Gift Shop - £342.38

Grotto - £709.10

Bags 2 School - £129.00

Fireworks Night - £5285.86

Expenses

The Fundraisers were delighted to be able to make a significant contribution of £10,000 towards upgrading the school IT equipment. Additionally, we have contributed £1,000 towards schoolbooks and £279.91 towards the Year 1 Nativity costumes and Christmas crackers.

We have also invested in Zettle machines to support card payments at future events which to date has been a huge success both at Fireworks and the Grotto. Lastly, following the resignation of two fundraising committee members (Larra Scammell and Claire Moorey) and the retirement of the school Caretaker (Dave Wilson), the fundraisers bought to leaving gifts to thank them for their significant contribution and support over the last few years. Our total Expenses for the Autumn term comes £18,115.96.

Spring Term

Income so far this term has come from School lottery £135.60 and sale of Face Masks £5.00. Expenses we have paid our annual membership to Parentkind £128.00.

This leaves us currently with £13,433.35 in the bank.

5. PROJECTS TO BE FUNDED

Mrs Meacher advised the iPads we funded are on back order, so Mrs Grey (the new IT lead) is looking into alternatives with the IT supplier. It was agreed we could promote the donation for IT equipment with the big cheque that Amy has, then promote again once equipment arrives.

Mrs Meacher /
Mrs Grey

Christine suggested using a fundraising thermometer image to show parents a goal to work towards. This is something we can do as part of the PTA Events site, so can be looked into on that site.

Laura

Mrs Meacher advised that early years play equipment is still needed, but budget planning for the next year is under way, so by the next meeting there will be a better idea of funding needs.

Amy asked if a further lump sum for EYFS books would be helpful to support curriculum changes. Mrs Meacher agreed it would be helpful but that many suppliers have delays. Barrington Stoke also offer books for dyslexic children so could be considered too. A stamp could be ordered to show books have been paid for by the fundraisers. Nici suggested a gift list could be set up on amazon or similar for people to buy books for older children too. It was agreed that we could double the termly book payment to £2k for this term.

Laura to transfer
funds

6. EVENTS

6.1 **Your School Lottery**

The School Lottery has generated £489.80 since November bringing our total funds raised this academic year to £662.20.

Thank you to our continued supporters and to those of you who donate your winnings to the school. Total funds raised since launch £5,097.60. Projected annual funds currently at £1,747 which has declined this past year from £1,830.

Supporter numbers have declined since last year. Cath suggested promoting weekly winners to raise awareness. It was agreed to do

another push on the terms' price on facebook (money towards a holiday), and to send a Parentmail with information. Laura also suggested classroom posters.

Nici / Flavia

Nici

Laura / Flavia

6.2 **Amazon Smile**

The donation from Amazon Smile was lower than last year, but it was still helpful to continue as minimal effort. Donations from December's quarter to follow

6.3 **Bag2School debrief**

The last collection on Tuesday 16 November raised £129, and it was agreed to schedule another collection after February half term, around w/c 21 February. Nici to contact

Nici

6.4 **Christmas cards – Debrief**

No total has been shared yet, as this is normally sent at the end of January

Amy

6.5 **Santa's craft activities and grotto debrief**

All agreed the event and crafts went well, with fewer queues for the grotto than previous years and a lot of positive feedback from Year 1 parents. The cheaper book gifts were fine, and saved outlay.

Feedback was mainly to revert back to not offering slots and gifts for pre-school siblings. This will allow more space for pupils, given limited spaces. A small token gift could be given to siblings next time at no charge for grotto when accompanying school siblings. Given two grottos, more children could be accommodated next time, as it was no slower for families with multiple children to go through than just one child. Some children commented to parents about being able to see into the other grotto as they left, so more care to close a flap or door should be taken next year if possible. Ideally there should be clearer distinction between the Lapland and North Pole tickets too so that they are easier to tell apart in the dark.

There was a long queue on entry, which could be resolved by splitting into a queue for the grotto and another for crafts only.

6.6 **Year 1 Nativity Play refreshments – Debrief**

Due to COVID restrictions, we were unable to support this.

6.7 **Secret Gift Shop – 13 December 2021 – Debrief**

Flavia suggested we could refine to just offer more of fewer items, and restrict options to 5/6 items. Nici was in support of this given the time and effort to keep items separate and ease distribution of wrapping at a busy time of year. Christine raised that would not be an issue with a wrapping evening, but it was still felt to be a big of time commitment, even aside from sourcing so many small gifts of the right quality. Mrs Meacher did suggest that children may be quicker to choose gifts if there were fewer options. It was agreed to carry the discussion forward to the next meeting when Christine R would hopefully be in attendance to share her experience.

There was a discussion on allocation of roles and support requested from the broader volunteer group. Although all in attendance appreciate volunteers who give up their time to help, some members of the committee felt no one outside the immediate team had stepped forward to lead the organisation of an event, so the bulk of coordination often still fell to the core committee.

Claire suggested next year we could consider splitting volunteers and team roles so that one person led the grotto and crafts supported by a few volunteers, with another person leading a few people on the gift shop so that workload is spread. It was agreed to pick this up in planning the next big events if we have volunteer numbers and support.

6.8 **Second Hand Uniform Sale – Friday 14 January 2022**

There had been quite a few volunteers to help with the next sale, which was appreciated. We will also sell leftover cold drinks from fireworks, and chocolates from the secret gift shop to get extra revenue and move perishable stock. Mrs Meacher agreed volunteers could have access from 2.30pm, and the gates could be opened from 2.50pm to allow more time for parents to buy prior to pick up. Nici agreed to write a Parentmail to promote the sale and email orders.

We pencilled the next sale for Friday 1 April.

Nici

6.9 **Wine tasting event – 4 March 2022**

The event is booked and all felt that as things stand, people are

Laura

happy to come into school for events. Laura to speak to John at Liquorice in Shenfield to choose Italian or French wines, and Richard D about catering. Mrs Meacher confirmed we would be able to use both halls, and the kitchens as long as no trolleys were needed and the food needed minimal preparation. It was agreed to use PTA Events to sell tickets. Laura to get TENS license.

Laura

6.10 **Circus – Friday 17 June 2022**

Nici spoke to Happy's circus, who advised they can either do two one hour-long shows for 300 people, or one longer show for 600 attendees. It was agreed to do the single show for ease of selling tickets and having a fete ahead of the show.

The show time will be 17:30 tent open, show 18:00-18:45, 30-minute interval, second half 19:15 – 20:00, then a ten-minute photo opportunity in the tent with performers. Prices and fete stall options to be discussed at a future meeting. Nici to confirm with Happy's circus and send a video of the access to school and field.

Nici

6.11 **Cinema night – Date TBC**

It was agreed Nici would contact the company we had paid a deposit to, and check availability for Saturdays in mid-to late September. It was agreed to advertise tickets before end of term in July. To be confirmed if open to the public or just school community. Either way, there should be no unaccompanied minors. Capacity is high as it's on the field and social distancing shouldn't be an issue.

Nici

6.12 **Planning session for events for the year ahead**

Easter events were discussed, including craft packs, chocolate eggs in a jar, Easter walking trail, coffee and cake morning, egg or bonnet decorating competition, but no decision made.

Nici

Amy suggested a disco as they are relatively easy to do, the children enjoy them, and they make good money. Mrs Meacher was happy to support this, but it was agreed to wait for May as the evenings are lighter but it's not too hot. At a previous school, Mrs Meacher had run discos for Years 1 & 2 / Years 3 & 4 / Years 5 & 6. We have previously done KS1, then KS2, but we can decide nearer the time. Amy and Andrea have the name of an entertainer and will reach out for prices and availability. Friday 20th May was suggested.

Andrea / Amy



Other events were World Book Day (which will be covered by school), a Penny mile collection in February, a non-uniform day on Friday 11th Feb ahead of Valentine's Day, something for 'Two's day' (22nd Feb 2022).

It was agreed to bring activities up to the start of the agenda next meeting, rather than run out of time.

7. ANY OTHER BUSINESS

7.1 Replacement shed

To be added to the agenda next meeting.

8. DATE OF NEXT MEETING

Agreed to meet **Tuesday 8th February at 7pm**, on Zoom, and to try to keep to two hours maximum.