



## HOLLY TREES FUNDRAISERS

**Tuesday 15 November 2022**

In person

### **AGENDA**

1. Introductions and apologies Chair
2. Minutes of the last meeting Secretary
3. Matters arising not elsewhere on the agenda
4. Finance update Laura  
To include Your School Lottery and AmazonSmile updates as relevant
5. Projects to be funded
  - 5.1 Update on funding provided and requests Mrs Meacher
  - 5.2 Fundraisers shed All
  - 5.3 Any additional requests to be discussed All
  - 5.4 Community grant All / Laura
6. Events
  - 6.1 Fireworks – Friday 4 November – Debrief All
  - 6.2 Christmas - Grotto All
  - 6.3 Christmas – Secret gift shop All
  - 6.4 Christmas – My Childs Art Amy
  - 6.5 2023 events – updates if relevant on wine tasting (3 March),  
doughies pizza making (date TBC), pre-loved uniform sale (13  
January), Bag2School collections (31 January and 26 April),  
summer event, Rainbow disco (Thursday 9 February). All
7. Any other business
  - 7.1 Dividing of committee roles ahead of AGM All
8. Date of next meeting - Wednesday 7 December (along with gift shop wrapping)



## HOLLY TREES FUNDRAISERS

Minutes of the Fundraisers meeting held in person and on Zoom at 7pm on Wednesday 12 October 2022

<b>In attendance</b>	Amy Roberts (Chair)	Flavia Conde (Vice-Chair)
	Nicola Walker (Secretary)	Laura Austin (Treasurer)
	Andrea Wilkins (Event Co-ordinator)	Sarah Day
	Evie Green	Cath BM

### 1. **APOLOGIES FOR ABSENCE**

Sarah Meacher, Lori Spandl, Vanessa Terra-Karsisioti, Claire Moorey, Christine Harwood

### 2. **MINUTES OF THE LAST MEETING**

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

### 3. **MATTERS ARISING NOT ELSEWHERE ON THE AGENDA**

#### 3.1 **Fundraiser's website / PTA Events / Social accounts**

All thanked Laura for the excellent job in updating the fundraisers section of the school website, and getting into the old twitter account. Nici to check facebook links to the new website,

Nici

### 4. **FINANCE UPDATE**

#### **Receipts**

Laura

Fundraising for the Autumn term is off to a good start with Pre-loved Uniform sales raising £156.24 and Bags2School donations bringing in £112. Ticket sales for Fireworks are selling at speed and to date we have received £2,741.91.

The School Lottery and Direct Parent Donations have generated £360.40. Thank you to everyone for their continued support.

#### **Payments**

The Fundraisers are pleased to have made a significant contribution of £6,750 already this term for literacy books (£1,000), outdoor learning redevelopment programme (£5,000) and Science Week spectacular (£750).



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Currently we have £16,318.59 cleared funds in the bank, with a further £20.00 of uncleared receipts.

### 5. PROJECTS TO BE FUNDED

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

Amy updated in Mrs Meacher's absence, and agreed to make additional progress enquiries. It was confirmed that OPAL was booked to come and assess what can be done, but this was not until Spring term. Amy expected playground shade would be tied into this but it was not yet confirmed. We have paid an initial £5k for the down payment for this, with further funds held until plans are finalised.

Amy to check with Mrs Nimants about the all-weather pitch repairs and making the condemned playground equipment safe. *[Secretary's note: It was confirmed after the meeting the contractors had not returned and Mrs Nimants was chasing them]*

Mrs  
Meacher /  
Mrs Nimants

#### 5.2 **Fundraisers shed**

Mr Carpenter has kindly agreed to fit racking inside the current shed in the hopes this makes it easier to manoeuvre pre-loved uniform boxes. Andrea liaising.

Andrea /  
Mr  
Carpenter

#### 5.3 **Any additional requests to be discussed**

Still no update from Mrs Mate on the light-up letter costs for Young Voices. Amy to mention again.

Amy

Amy passed on thanks for the regular £1k books donations, and for £750 requested and agreed between meetings for a day of Science performances. It was agreed that the Fundraisers would be credited for funding the event in the newsletter.

A new PA system was discussed, as the model Mrs Meacher had recommended was not in stock. Flavia and Nici had both looked into models, but more guidance was needed from Mrs Meacher over what she had before. Amy to ask.

Amy / Mrs  
Meacher

#### 5.4 **Community grants**

Carried forward.

### 6. EVENTS

#### 6.1 **Pre-loved uniform sale debrief – Friday 23 September**

A lot of uniform was sold, but even more donations had been received, although



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some of the donated items weren't suitable. All confirmed the next sale on 13 January would be a BOGOF to move more stock.

### 6.2 **Bag2School debrief – Tuesday 4 October**

A good pile was donated and £112 received. The next sale will be 31 January, and we will get 50p per kilo (vs normal 40p).

### 6.2 **Fireworks – Friday 4 November**

Lights have been rebooked with Essex Lighting and increased to six to allow extra visibility throughout the playground. The exact price is TBC, but was £75 for five last year. Sarah mentioned she knew a running club with freestanding (not mains) lights we may be able to borrow next year.

Two food trucks have been confirmed, Wrapstars and Brothers Catering, both from the Circus. Others are booked already, so agreed to try and book a third outlet early next year.

It was agreed to serve mulled wine, 'baileys' hot chocolate, beer, wine and prosecco at the bar, alongside tea, coffee, hot chocolate, fruit shoots, cans and water.

It was estimated we would need around 50 x 750ml bottles of mulled wine, and 4 x bottles of 'Baileys'. Sarah / Andrea to source. Sarah and Andrea to check stocks of coffee, sugar and hot chocolate, plus cups in the shed. Pricing agreed at:

Sarah /  
Andrea

£1.50 normal hot drinks

£3 beer

£3 wine / mulled wine / special hot chocolate

£1 for cold soft drinks.

There was some concern about urn capacities, so it was agreed to use more of the smaller urns for mulled wine which we expect to have a higher turnover, as they heat up faster. Nici to check on the size of urn at Beresfords. Amy to borrow from Bruce for water.

Nici / AMy

Amy said a lot of teachers had offered assistance, and she would share the list with Nici for planning. More volunteers were needed from 4pm, which Amy said the teachers could help with.

Amy / Nici

Andrea advised the walkies are in the shed – Laura to look and get matching ones. Concerns were raised over lights in the portable toilets. Laura to check with Mr Carpenter if they provide lights.

Laura



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Amy to print posters for classrooms and around town. Evie offered to put letters in neighbours doors. Nici to update and get printed. Estate agent board list to be sent soon.

Amy  
Nici / Evie  
Nici

Nici to email Medical plan to both medics for their comments, and check with the ex-firefighter to see if he can help again. Amy to look again at Glow Toys and order ASAP.

Nici  
Amy

### 6.4 **Grotto – Thursday 1 December**

It was agreed to prioritise sourcing gifts for the secret gift shop given the quantities and pricing. Grotto to be discussed at a later meeting, but all agreed after feedback last year that no pre-school siblings should be sold tickets / bought gifts.

### 6.5 **Secret gift shop – Friday 9 December / wrapping Wednesday 7 December**

As at the last meeting, we agreed to buy 3 x food gifts (chocolate oranges, matchmakers and one other if prices were right), and 4 x non-food gifts. Sarah confirmed she has around 100 gifts bought previously in various quantities, so would look if any smaller items could be bundled together. Sarah to go to Bookers cash & carry this week to report back on options at the next meeting, as well as others looking at online wholesalers.

Sarah  
All

### 6.6 **My Childs Art**

Amy confirmed the children had drawn their pictures ready to be uploaded.

Amy

### 6.7 **2023 events**

No further updates at this meeting

## 7. **ANY OTHER BUSINESS**

### 7.1 **Extra meeting**

The committee agreed to hold a mini meeting to cover off additional fireworks and Christmas points that couldn't wait until the next meeting.

All

## 8. **DATES OF NEXT MEETINGS**

Wednesday 16 November – 7pm in person

Wednesday 7 December (along with gift shop wrapping)

Wednesday 11 January (following AGM)

Tuesday 21 February



## HOLLY TREES FUNDRAISERS

Wednesday 15 March

Wednesday 26 April

Wednesday 17 May

Tuesday 13 June

Wednesday 12 July (including end of term fundraiser drinks)

<b><u>FURTHER NOTES FROM 19 OCTOBER COMMITTEE MEETING ON THE FIREWORKS</u></b>	
<p><b>Bar</b></p> <p>Sarah confirmed the owners of Celler’s Wine Merchant on Warley Hill were parents at the school, and had very generously offered to sponsor and donate the mulled wine at the bar. It was agreed to put up a banner in the bar area to thank them, and tag them on social media posts. Based on small cup size volumes, we will request 75 bottles and would be happy to pay for a percentage if needed.</p> <p>Additionally, Sarah will buy:</p> <p>50 x waters</p> <p>40 x fruit shoots</p> <p>30 x diet cokes</p> <p>30 x red cokes</p> <p>4 x 4 pints of milk on the day.</p> <p>Flavia to order around 500 extra cardboard cups and lids for hot drinks, and Amy to order 4 x large drinks measure jiggers for the Baileys.</p> <p><b>Other</b></p> <p>Mrs Waddington’s husband was donating use of a PA system – Amy to find out the company name to promote them as well. Details TBC on how it will arrive and how to set it up.</p> <p>Laura confirmed the SAG form was submitted on the day of the meeting. Nici confirmed we had three confirmed first aiders with one additional at Firework Crazy. Nici to collate a list for Laura of the free tickets for volunteers, etc.</p> <p>Amy confirmed children can watch a film in her room supervised by an LSA during set up if their parents are on site helping and they can’t be elsewhere.</p> <p>Amy had offered to staff the gate throughout the fireworks.</p> <p>Amy confirmed small glow toys had arrived and others had been ordered and were due to arrive in good time.</p>	<p>Nici / Flavia</p> <p>Sarah</p> <p>Flavia / Amy</p> <p>Amy</p> <p>Laura</p> <p>Nici</p>



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	<p>Food trucks are expected on site from 4pm, unless 5pm at the latest. Flavia has been liaising.</p> <p>Laura had ordered walkie-talkies. Nici to set up volunteer WhatsApp group.</p>	Laura / Nici
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