



HOLLY TREES FUNDRAISERS

Wednesday 7 December 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 Christmas - Grotto – Debrief All
 - 6.2 Christmas – Secret gift shop All
 - 6.3 Christmas – My Childs Art Amy
 - 6.4 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 and AGM - Wednesday 11 January 2023



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Minutes of the Fundraisers meeting held in person and on Zoom at 7pm on Tuesday 15 November 2022

In attendance	Amy Roberts (Chair)	Flavia Conde (Vice-Chair)
	Nicola Walker (Secretary)	Laura Austin (Treasurer)
	Sarah Meacher	Christine Harwood
	Evie Green	

1. **APOLOGIES FOR ABSENCE**

Lori Spandl, Vanessa Terra-Karsisioti, Claire Moorey, Sarah Day, Andrea Wilkins

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**

4. **FINANCE UPDATE**

Receipts

Laura

To date fundraising has been 'explosive' with fundraising activities bringing in an amazing income before expenses of £13,692.71. Our annual fireworks display alone generated £12,531.75 before expenses with some funds still to be received.

The School Lottery, Amazon Smile and Direct Parent Donations have generated £779.02.

Thank you to everyone for their continued support and to those parents who have sought significant donations from their employers.

This brings our total income to date to £14,471.73.

Payments

Our total Expenses to date comes to £13,760.19.

In addition to the previous contribution to the school of £6,750, the Fundraisers have donated a further £1,318.62 to the school to help build a sensory room for the Early Year's children, support the History and Geography curriculum and provide Christmas crackers for



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Christmas Dinner day in December. We have also invested in 3 additional Zettles to enable us to provide better card payment coverage at events.

Currently we have £19,727.94 cleared funds in the bank, with a further £1420.00 of uncleared receipts and £535.48 uncleared payments.

Additional finance-related points

With Black Friday and Christmas coming, it was agreed to encourage people to set Amazon Smile as their registered charity, which offers us a small percentage of each subsequent purchase. Amazon had changed the way this can be activated so Nici to investigate it and share information.

Nici

The latest YourSchoolLottery offer was for a PS5, so it was agreed to promote this as well. Flavia to create posters. Easyfundraising is also available but not very user-friendly; details were on the fundraisers section of the Holly Trees website.

Flavia

5. PROJECTS TO BE FUNDED

5.1 Update on funding provided and requests

While most funds are being held back for OPAL after their consultation (towards which we have paid £5k already), the committee advised that we are keen to fund more projects which support and add extra value to the children. We had received a request from school during the month to purchase a new History and Geography curriculum scheme to support the teachers in their teaching of these subjects. Mrs Meacher explained the funding challenges schools are facing at the moment, which led to the request. Although we are keen to support the children and their learning, our primary focus as a fundraising team is to provide funding for additional opportunities such as the EYFS sensory materials, experiences for the pupils such as science day visitors into school, and extra-curricula items.

Jobs to repair the all-weather pitch and make the condemned playground equipment safe were still ongoing since summer, with the school still chasing contractors for resolution.

Mrs Meacher offered the third page of the Holly Trees Herald if needed to promote Fundraisers activities and include photographs of purchased equipment, including the children holding all of the books bought in a term.



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5.2 Fundraisers shed

Andrea to give an update next meeting on the racking which Mr Carpenter was due to fit in the shed.

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

Mrs Meacher advised the company who supplied the PA system at her previous school had gone out of business, so Amy will find out and pass on details of Mrs Waddington's husband's company, who had donated use of a PA for the fireworks. It would be helpful to get a system with wireless speakers that can be positioned across the playground, either to hire or purchase depending on the cost. Mrs Meacher was also not opposed to a permanent PA system for the playground.

Amy

5.4 Community grants

Carried forward.

Flavia and
Laura

6. EVENTS

6.1 Fireworks – Friday 4 November - Debrief

Further to Laura's Treasurer's report, everyone was very pleased with the amount raised, and offered thanks to all volunteers from inside and outside school who gave up their time to help. Thanks were also given to Brentwood a Becket Rotary Group, the off-duty medics and first responders who provided first aid support, Cellers Wine Merchant, and the food vans for their generous donations (financially and in time). It was noted that Wrapstars had not yet been in touch however, so it was agreed to contact them again.

Flavia /
Laura

The key feedback was that while it was a lot easier for our logistics and volunteer numbers to outsource food, we need to increase the number of food trucks next time as waits were very long. It was agreed to book soon for 2023, including Dear Brothers again. Spacing of the queues were another issue, with food van and glow toy queues clashing. It was agreed to consider two glow toy stalls / mobile vendors next year to avoid one long queue. Given the space needed for more food vans, the playground capacity will also be reduced and there's a higher likelihood of queues clashing, which would need consideration in next years' planning.



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While we sold almost 1700 tickets this year, around 1526 tickets were scanned in, although there may be volunteers and their families, and school staff that were not scanned. Even so, the playground felt very busy, probably also due to the reduced space due to food trucks. It was agreed not to exceed 1700 tickets next year, and potentially reduce it, depending on food truck space needed.

The bar and alcohol license were both brilliant, with low queues and mulled wine selling 131 cups for almost £400 by the card machines only. Unfortunately, the hot chocolate ran out very early, and was being used in small quantities so was quite weak. This impacted hot chocolate sales for children, and the Bailey's option. All agreed to buy large catering tubs next year rather than risk missing out on sales for a relatively low-cost outlay.

All agreed we should book Firework Crazy for 2023 but ask for a little more 'wow' factor, perhaps with a shorter but more impactful display, or increasing the budget.

Laura

Laura will also ask about the cost of a display set to music. There were some flashing lights for around 30 seconds before the display which were facing the audience and caused some concern of seizure risk. While this is likely to be a firing safety measure, it was agreed to mention it and see if it could be away from the crowds, or for a shorter period next time.

Better quality glow toys should be ordered earlier next year, as the last-minute orders were not as good quality as previous years, and we still have a lot of foam sticks left. These can be sold for the Rainbow disco anyway.

Nici filled in a form for St John Ambulance support next year. They only confirm support a month or two before, but with larger crowds having the right level of medical support is vital. The current volunteer medics and first responders have been fantastic but there was concern if they couldn't make it one year then we would be in a challenging situation.

Amy agreed to set up and run a teachers' volunteer WhatsApp group next year to get a clear picture of people's availability and make sure they were briefed on roles ahead of the night. Using Amy's classroom during set up for children of volunteers worked well, with thanks to Mrs Benn for entertaining them all.

Although we appreciated the donation of portable toilets, with the audience numbers, we would ideally need more than two next time. We agreed that we would



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be happy to contribute to these if needed and promote the company on social media in thanks.

6.2 Grotto and crafts – Thursday 1 December

The tickets had sold out in a lot of time slots after only being on sale one day, despite being limited to Holly Trees pupils only this year. Nici had books in the garage from last year and had found additional titles to order for year groups once tickets were sold. Flavia will be putting each of the craft activities in a box with brief instructions and a finished example, to make it easier for whoever was setting up and running the activity. Amy agreed it would be faster to do glitter tattoos than normal face painting. Mrs Meacher had cancelled the staff meeting, so hoped that around 16 teachers would be available after school to help on stalls. We only have eight volunteers for set up from 2pm to do the grotto's, craft tables, and hot drinks and snacks.

Nici
Flavia

We would be able to use the Reception classroom Christmas trees, which are being put up on 28th November. The plastic sheeting from last year could be reused. Flavia to organise clear signing for the North Pole grotto and Lapland grotto, and larger tickets than last year are to be printed on coloured paper, so it's easier to differentiate. Time slots to go and see Father Christmas would be announced over the PA to go to the Reception side of the hall and be greeted by Year 6 elves. They will go into the grotto and come out the same way to avoid people walking past the other grotto this year. At the start, we will revert to people entering the Hall from the back, car park side to make queuing easier.

Flavia

All to look for suitable decorations, such as inflatable figures, and Flavia to wrap empty boxes to decorate the grottos. Laura will find her light curtains which were used last year again. Mr Carpenter had fed back that it was very cold last year, so Evie offered her electric blanket for use.

ALL
Flavia /
Laura
Evie

Laura had started a budget sheet. Nici to buy wrapping paper and ask for volunteers to help with wrapping. Mrs Meacher confirmed that having childrens names on gifts and organised by timeslot helped make the gifts simple to give out. Sarah Day had previously offered to source mince pies and mini rolls for sale on the day. We will also provide squash and a packet of crisps for elves for volunteering. This had been opened to all of Year 6, so it was unclear how many will volunteer. Mrs Meacher to advise.

Laura / Nici
Sarah Day
Mrs
Meacher



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

Flavia had ordered most of the non-food gifts after the last meeting, with just a few options which will make wrapping and choices easier. These were being stored at Amy's house, and Mr Carpenter had said they could be stored in the outside large school shed in the next week, once staging had been moved out. Amy to check sizes and if gifts need bubble wrap and advise the Committee, so that materials could be bought ahead of the wrapping evening. Sarah Day has offered to buy food gifts (matchmakers / chocolate oranges / Christmas biscuits), which Mrs Meacher advised could be stored in school as close as possible to the wrapping evening, given space limitations.

Amy

Amy

Sarah Day

For the wrapping night, we will offer refreshments, including mulled wine for volunteers.

6.4 **My Childs Art**

The leaflets with ordering details had been sent home in bags today (15 November), and it was agreed to create posters advising people to order early, along with promoting other Christmas activities.

Flavia

6.5 **2023 events**

No further updates at this meeting

7. **ANY OTHER BUSINESS**

7.1 **Changes to roles at AGM**

In order to encourage people to get involved it was agreed to consider how some of the committee tasks could be split up into smaller roles. We would look to share these for discussion at the next meeting to see if people would be more willing to get involved, ahead of the AGM on 11 January. There were concerns that people might not step up at all given the low regular meeting attendance, but with Nici very likely to step down at the AGM and others considering how long they will continue in role, it is important to do what we can to try and avoid an even smaller team in future than we currently have. Devolving jobs may also help retention on the committee, rather than people feel the jobs are too big to manage alongside work and personal

All

All



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life. It was agreed to ask other local PTA's how they are structured and how they engage parents.

Roles for consideration from the meeting included:

- Volunteer lead – request and pull together lists of volunteers and assign tasks for activities, mainly via WhatsApp group – currently Nici and Flavia
- Uniform sales lead, including managing stock in the shed and organising sales (in liaison with the volunteer lead) – currently Andrea
- Social media lead to promote activities on Facebook and Instagram – currently Nici and Flavia
- Purchasing lead to source good value items for events – currently Sarah Day
- Comms lead to write Parentmails promoting activities – possibly including a monthly slot / page three in the Holly Trees Herald – currently Nici / not happening
- Event logistics lead to support the committee with Health and Safety / Risk Assessment documents and booking forms for events (would need experience in this field) – currently Laura and Nici
- Plus any others people have in mind.

7.2 Christmas trail

Christine kindly offered to pull together a Christmas fund trail for people to do over the break. Nici to ask via Parentmail who lives near school and would be willing to display a clue letter. It was agreed to ask Chicken and Frog for a voucher to be donated as a prize for one participant to be pulled out of a hat.

Christine
Nici

7.3 Name the elf competition

Amy offered to run a 'Name the elf' competition in school for 50p per guess. Amy to buy a squishmallow elf and collate names.

Amy

8. DATES OF NEXT MEETINGS

Wednesday 7 December (along with gift shop wrapping)

Wednesday 11 January (following AGM)

Tuesday 21 February

Wednesday 15 March

Wednesday 26 April

Wednesday 17 May

Tuesday 13 June

Wednesday 12 July (including end of term fundraiser drinks)