



HOLLY TREES FUNDRAISERS

TBC June 2022

In person, Holly Trees Primary School

AGENDA

1. Introductions and apologies Chair
2. Minutes of the last meeting Secretary
3. Matters arising not elsewhere on the agenda
 - 3.1 Fundraiser's website / PTA Events / Social accounts Laura / Nici
4. Finance update Laura
To include Your School Lottery and AmazonSmile updates as relevant
5. Projects to be funded
 - 5.1 Quotes for staging (in addition to previous 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 School disco – Friday 20 May – Debrief Amy
 - 6.2 Bag2School collection – Thursday 9 June All
 - 6.3 Second Hand Uniform Sale – Friday 10 June All
 - 6.4 New parents' induction evening – Thursday 16 June All
 - 6.5 Happy's Circus – Friday 17 June All
 - 6.6 Gin Tasting – Friday 1 July Laura
 - 6.7 Year 6 play bar – Tuesday 12 & Thursday 14 July
 - 6.8 Krispy Kreme sale – Thursday 21 July All
 - 6.9 Autumn term – Fete and cinema – Saturday 24 September All
 - 6.10 Autumn term – Fireworks – Friday 4 November All
7. Any other business
8. Date of next meeting



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Minutes of the Fundraisers meeting held at 7pm on Monday 16 May 2022

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

1. APOLOGIES FOR ABSENCE

Apologies were received from Sarah Meacher and Cath B-M.

2. MINUTES OF THE LAST MEETING

The minutes were agreed.

3. MATTERS ARISING NOT ELSEWHERE ON THE AGENDA

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

There was good feedback from the office and users on PTA events in terms of admin around the circus so far.

There were no updates on updating the school website to reflect PTA Events, or accessing the old fundraisers twitter account.

Laura
Laura

4. FINANCE UPDATE

Our key events this term have yet to take place with ticket sales still happening. Currently we have raised £4,524 for Happy's Circus and £876.00 for the School Disco, before expenses. I expect these figures to increase and will confirm event profit in June.

The School Lottery, Amazon Smile, Easy Fundraising, Gift Aid and Direct Parent Donations have generated £269.68. Thank you to everyone for their continued support.

We have spent £60.00 on QR code app through PTA Events to support with large event ticket scanning.

Currently we have £17,897.70 cleared funds in the bank, with a further £747.80 fund to be banked bringing our total to £18,645.50.



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Your School lottery

The School Lottery has generated £1,343.50 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.

5. PROJECTS TO BE FUNDED

5.1 **Quotes for staging (in addition to previous requests)**

Carried over to the next meeting as Mrs Meacher wasn't in attendance

Mrs
Meacher

5.2 **Fundraisers shed**

It was agreed to replace the current shed in the short term and look to get an additional shed on a new site in the future. The Keter style of shed was agreed to be sturdy and waterproof. Sarah Day to investigate if possible to get one on discount. Flavia's husband has offered to build it if needed.

Sarah Day

5.3 **Any additional requests to be discussed**

Year 6 leavers party - There had been a new request for £300 towards the Year 6 leavers party. We had contributed in the past and it was agreed we would help again this year financially.

Laura to
transfer
money

Light up letters – Following Young Voices, Mrs Mate asked if we could fund letters to make up the word Holly Trees, to help identify our students in the arena. Mrs Mate to find out costs then request.

5.4 **Community grant**

Laura and Flavia have been looking into community grants from big companies to use as prizes for the gin tasting and cinema event.

6. EVENTS

6.1 **School disco – Friday 20 May**

221 tickets had already been sold, with an even spread over the year groups. Amy will do additional promotion on the chalk board ahead of the event. Laura to share a list with Maggie for after school club on Thursday 19 May, then supply / grant access for a last-minute sales list. The DJ will arrive at around 2.30pm and it was agreed to ask for volunteers to help set up the hall, during the events and to set up / clean up

Laura

Nici



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between sessions. Sarah Day had bought bottles of squash and around 300 packs of crisps at 13p each, which are nut-free and vegan. i

6.2 **Bags2School collection – Thursday 9 June**

They will send bags for us to get added to school bags after half term. Parentmail to be sent out.

Nici

6.3 **Second hand uniform sale – Friday 10 June**

Andrea, Nici and Flavia can help, but to ask on the group for volunteers

Nici

6.4 **New parents' induction evening – Thursday 16 June**

TBC if we will be allowed to sell pre-loved uniform – Amy to check with Mrs Meacher and if she would prefer us only to have new logo and non-logo items. Consider an A5 flier outlining what we have done in the last year to encourage new parents to join.

Amy

Flavia

6.5 **Happy's circus – Friday 17 June**

Sales are at 410 with just over a month to go. Action updates were made on the tracking sheet. It was confirmed the food trucks could get access from 2pm, and will be able to set up along the edge of the grass. We also had interest from a pizza truck, and Wrapstars who have a van near the Baytree centre. It was agreed to ask them to come to the cinema event if Mrs Meacher is happy with how it goes for the circus.

The gate banner which Flavia had created looked good. Nici had written letters for neighbours, which Laura had printed. Andrea to put through doors, focussing on the hospital cottages, Potiphar place, Vaughan Williams Way around school, Drivers Mead and Lark Close. Flavia would look into a padlock with a combination for the gate overnight.

Andrea

Flavia

Volunteers - It was agreed to have one person on the gate for on the day sales if there are tickets remaining. We have been asked by the circus to have four people available before the show to help people to their seats, and four to help clean up litter from the tent at the end. It was agreed to try and get a view of the number of year 6 volunteers, as we would ideally need around 24 at most. Nici to reconfirm parent volunteers and their timing availability.

Amy / Laura

Nici

Stalls were discussed but a decision was not made on the penalty shoot-out – to be carried forwards. Games would be 50p a go via donation bucket, or tokens if there

Nici



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were enough volunteers. A Parentmail was needed to ask for tombola donations.

All

Flavia had been collecting old keys, so all agreed to look at home for more.

Laura? TBC

Laura found a company making compostable plastic cups at 600 for around £1k for the bar – all agreed these were better than glass or normal plastic waste. Sarah Day to buy wine, prosecco and beer.

Sarah Day

Year six	Adults
Tombola	Bottle hoopla
Glitter tattoos	Bar
Hook-a-duck	Marshals
Box of keys	
Lemon balance	
Penalty shoot out	

6.6 Gin Tasting - Friday 1 July

Liquorice to do the tasting, with one gin on arrival and three during the evening, including a flavoured option. We will decorate the tables (Amy and Flavia to get creative), buy garnishes for the gins specified by Liquorice, and nibbles. It was agreed to provide less food than before, and focus on olives, breadsticks, etc. It was agreed to charge £20 per ticket, but if sold 60 tickets, we would breakeven at £14, so a good profit if sold out. It was agreed to hold another raffle, with Sarah asking local businesses for prizes after half term, Flavia to create a flier, and Laura to add on PTA Events.

Amy & Flavia

Laura

Sarah Day

Flavia /

Laura

6.7 Year 6 play bar – Tuesday 12 & Thursday 14 July

Carried forward to the next meeting.

6.8 Krispy Kreme sale – Thursday 21 July

Carried forward to the next meeting.

6.9 Autumn term – Fete and cinema – Saturday 24 September

Nici has done a speculative form for St John Ambulance as a back up if no parent volunteers are available

6.10 Autumn term – Fireworks – Friday 4 November

Nici to submit a St John Ambulance request for this as back up. It was noted that although we have an emailed agreement, we have not yet received an invoice or paid a deposit. TBC who will follow up.

Nici

TBC



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7. ANY OTHER BUSINESS

7.1 **Drinks at school events – to be added to the next agenda**

Nici

Amy confirmed that we have been asked to do cold drinks on **Sports day on Friday 8th**

TBC

July and by support for the **Musical soiree on 23rd June** was TBC.

8. DATE OF NEXT MEETING

Circus meeting on Wednesday 8th June at 7pm, followed by main meeting on Monday 20th /
Tuesday 21st June.