



HOLLY TREES FUNDRAISERS

Wednesday 12 October 2022

In person

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
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 Pre-loved uniform sale debrief – Friday 23 September Andrea and Sarah
 - 6.2 Bag2School debrief – Tuesday 4 October All
 - 6.3 Fireworks – Friday 4 November All
 - 6.4 Christmas - Grotto All
 - 6.5 Christmas – Secret gift shop All
 - 6.6 Christmas – My Childs Art Amy
 - 6.7 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. All
7. Any other business
8. Dates of next meetings



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Minutes of the Fundraisers meeting held in person at 7pm on Wednesday 21 September 2022

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

1. APOLOGIES FOR ABSENCE

None were received

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 Time commitments of committee / core group

Given many of the committee are now in full time work, it was agreed to try to focus on fewer activities and try to engage more volunteers this year, especially those with some flexibility in the day. It was noted that we had four new additions to the Fundraisers WhatsApp group following the request in the last ParentMail. Amy agreed to try and keep teachers and school staff informed of activities and any volunteering opportunities.

Amy

3.2 AGM date

All agreed to move the AGM date back from October 2022 until Wednesday 11 January 2023. This is permitted within the constitution and will allow any incoming members to get up to speed in the quietest term, rather than facing fireworks within a month.

3.3 Fundraiser's website / PTA Events / Social accounts

Laura has been drafting some text for the website, and will repopulate PTA Events, which seems to have wiped committee details from the last academic year. Laura will also try to access the old fundraisers twitter account.



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4. FINANCE UPDATE

Receipts

Laura

Events for the Autumn term have yet to commence. Currently the School Lottery has generated £177.10 since the start of the academic year. Thank you to everyone for their continued support.

Payments

PTA expenses to date include Zoom licence renewal £143.88 and annual membership to the Purple Guide (event health & safety guidance). Other expenses so far include £21.00 for the Temporary Event Notice for Fireworks.

Currently we have £18,945.24 cleared funds in the bank, with a further £954.90 of uncleared receipts.

5. PROJECTS TO BE FUNDED

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

Mrs Meacher confirmed our previous donation was used to fund the new playground shelter, with additional repairs to the all-weather pitch and making the condemned playground equipment safe delayed. Mrs Nimants has shared invoices for the work, but is liaising with the contractors to resolve this as soon as possible and finalise payment. The current 'target' boards near Y1 classrooms will also be turned into blackboards in the hoped they will get more use.

Mrs Meacher shared plans to introduce new self-guided play equipment, which would need investment of around £15k for consultations, storage and new play items. This would be used by all children in the school. All agreed it was positive awaiting further details on the costs and timings.

Mrs
Meacher

[Secretary's note: Following the meeting it was confirmed we would be invoiced and pay the £15k in three termly instalments of £5k each]

5.2 **Fundraisers shed**

Following a big clear out over summer, we have made better use of space in the shed, and may be able to continue with the current shed if extra racking for uniform boxes could be obtained. Flavia expressed concerns about how secure the shed is from

Amy / Laura
Mr
Carpenter



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pests, so Amy / Laura to ask Mr Carpenter to check the maximum footprint of a shed on the same site to see the options, as well as racking.

5.3 **Any additional requests to be discussed**

Mrs Meacher requested we continue our £1k per term book funding, which was agreed.

Laura

5.4 **Community grants**

Carried forward.

6. **EVENTS**

6.1 **Halloween disco – Thursday 20 October**

Given the busy term and proximity to fireworks, it was agreed to instead hold a 'Rainbow disco' on Thursday 9 February 2023. There could be a competition to design a poster for the disco within school ahead of time.

6.2 **Fireworks – Friday 4 November**

Early arrangements have begun, with Nici confirming that two parent medics were happy to support again. Laura had begun to update the Council SAG risk form and was chasing Fireworks Crazy for an invoice and official quote, following informal confirmation of the booking. Flavia had confirmed Wrapstars and Brothers Catering who we also used at the circus.

The capacity was agreed to increase from 1400 last year, to 1800 this year. This is still well within the maximum capacity calculated by Mrs Meacher last year of 2730 based on the size of the playground and estimated speed of evacuation.

Nici –
ParentMail
Flavia –
poster
Laura – PTA
Events

We agreed to serve alcohol during the event given its popularity at the circus. The additional risk was felt to be low given the short time people would be on site and the lack of bonfire. A TENS license had been obtained and this would be reflected in SAG forms.

All agreed to put tickets on sale exclusively for Holly Trees parents, carers and staff from Monday 3 October for one week ahead of public promotion on 10 October. Prices agreed with a slight increase from last year to £8 for adults and £3 for children with under 2's free again. Volunteers would again receive a free ticket. No paper tickets would be offered as PTA Events and barcode scanners worked well for the circus. Tech support to be offered if needed to parents struggling to book.

Nici
Laura
Andrea

Mrs
Meacher



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Nici to request support from the Brentwood Rotary team who were very helpful last year. Laura to check lights were ordered and speak to Mr Carpenter about portable toilets. Andrea to approach the Scouts to ask to borrow their Igloo chillers.

As previously discussed, people had commented on the poor sound across the playground from the PA system. Mrs Meacher to source and advise of costs with a view to us funding for use at fundraising events.

6.3 Christmas events – secret gift shop / grotto / other

The **secret gift shop** was booked for Friday 9 December. All agreed to try and source a smaller selection of gifts (3 x food / chocolate option and 4 x others, ideally unisex), although around 100 were left from last year and the January sales. We agreed to increase the per-gift price from £1.50 to £2 to enable us to get a better quality of gift. This is not a money-making activity so the plan is to break even. Around 840 gifts in total are needed. Sarah Day offered to go to Brookers cash and carry to check for suitable options. A wrapping evening was planned for Wednesday 7 December.

Sarah Day

The **grotto** was booked for Thursday 1 December, with further discussion on gifts and format to come next meeting. Flavia had also begun to look into craft activities.

Amy confirmed she would again get Christmas designs done by the children with MyChildsArt for parents to order cards or other items ahead of December.

Amy

6.4 Capacity and plans for other activities to be discussed:

Doughies pizza making kits were agreed to be a good activity but pushed back to next term given the other planned activities.

Pre-loved uniform sales were planned for Friday 23 September and Friday 13 January.

Bag2School collections were booked for Tuesday 4 October, Tuesday 31 January and Wednesday 26 April, with the 2023 dates benefitting from a promotion offering 50p per kilo (vs 40p usually). Mrs Meacher agreed donations could be accepted from drop off on Monday 3 October.

A **summer event** was discussed, pending any changes following the AGM, a festival (Hollyfest!) was agreed as a relaxed community event. As well as live bands, we would have similar stalls to the circus, tabletop sales, a bar, facepainting / glitter and consider displays from the choir and other local groups. If possible, we could try to



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police / fire engine appearances too. A donation would be suggested for entry, with a charge for stall activities.

A **wine tasting** with Liquorice has been booked for Friday 3 March. More details to be confirmed in the new year.

7. **ANY OTHER BUSINESS**

7.1 **MacMillan coffee morning – Friday 30 September**

Mrs Meacher requested volunteer support to run the event, with the agreement we could share fliers for the fundraisers to encourage support.

Flavia - flier

7.2 **Holly Trees Herald promotion**

Mrs Meacher agreed we could have a feature page on the weekly newsletter to promote our activities and encourage other to support.

Flavia / Nici

8. **DATES OF NEXT MEETINGS**

Wednesday 12 October – 7pm in person

Wednesday 16 November

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)