



HOLLY TREES FUNDRAISERS

21 September 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 Time commitments of committee / core group All
 - 3.2 AGM date – Suggested move to January 2023 All
 - 3.3 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 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 Halloween disco – Thursday 20 October - TBC All
 - 6.2 Fireworks – Friday 4 November All
 - 6.3 Christmas events – secret gift shop / grotto / other All
 - 6.4 Capacity and plans for other activities to be discussed: All
 - Doughies
 - Pre-loved uniform sale
 - Bag2School
 - Other
7. Any other business
8. Date of next meeting – set calendar for regular meetings



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Minutes of the Fundraisers meeting held via Zoom at 7pm on Monday 27th June 2022

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

1. APOLOGIES FOR ABSENCE

Apologies were received from Diane Borbinha, Christine Harwood, Claire Moorey, Lori Spandl, Sarah Day.

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**

Updating the school website to reflect PTA Events and accessing the old fundraisers twitter account. Carried over to the next meeting. Laura

4. FINANCE UPDATE

Full finance report to follow at the next meeting.

Laura

Totals to be sent to Flavia to be used for Open Day posters.

Laura

5. PROJECTS TO BE FUNDED

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

Mrs Meacher confirmed the £10k previously supplied for IT equipment (which was then not able to be used for this), covered the playground improvements, all-weather pitch repairs, a new shelter, and stage. This work will be carried out over the summer holidays. Flavia suggested that a number of parents and children had asked for more shaded areas. Mrs Meacher advised this was being considered, and options for 'sail' style shades we being considered. Costs to be advised in September.

Mrs
Meacher



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5.2 Fundraisers shed

Amy to measure the footprint again and update Flavia to check Keter-style options.

Amy

5.3 Any additional requests to be discussed

EYFS area – Still TBC what is needed but may cost £10-15k. Mrs Meacher to advise if any additional funding is needed.

Books – Demand for books is ongoing, with the £1k termly payment if still needed.

Light up school name letters for Young Voices performance– No news from Mrs Mate yet on costs and requirements.

5.4 Community grant

Flavia had checked with Wilko and Waitrose and was awaiting news.

6. EVENTS

6.1 School disco – Friday 20 May - Debrief

All agreed the disco was popular and went well. We have some crisps later to be sold / used at a later date.

6.2 Bags2School collection – Thursday 9 June - Debrief

We had a good donation pile, and over £96 were raised.

6.3 Second hand uniform sale – Friday 10 June - Debrief

Total outstanding, but we had good interest

6.4 New parents' induction evening – Thursday 16 June

Unfortunately parents were not aware we would be selling pre-loved uniform so didn't have sizing ideas or money ready. Andrea took some people's details with requests. It was helpful to be featured in the induction, but ideally next time one of the committee could be invited to say a few words to encourage involvement.

We are able to sell again at the stay and play session on 28 June [*Sec note: we were unable to staff this*].

Andrea

6.5 Happy's circus – Friday 17 June - Debrief

Excellent news that we sold out, and thanks go to all of the volunteers, especially those who are not parents or carers at the school. The Scouts in particular were excellent. Initial totals suggest we made around £3,300 profit, with a lot of wine, prosecco and some soft drinks left in stock for future events. The heat [30 degrees+] was an issue and caused extra expenditure in gazebo's and lots of ice to cool drinks.



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The bar was very popular, especially the prosecco, and food trucks saved a lot of time and work on our behalf, with a lot of good feedback. It was agreed not to hold the circus on a Friday again due to the very challenging turnaround time after the school day, and to have a few years' break to build interest.

Aside from the extreme heat, the biggest challenge was volunteers for stalls, bar and the gate which were slow to come forward. It was suggested that in future we ask year group parents to run a stall, and if they could not organise cover, we would not have a stall. This is a big risk that there won't be stalls, but would be helpful to encourage people to take ownership.

It was very helpful to borrow some activities from the 1st Warley Scouts (in return for them borrowing some of ours in the past), and Christine has advised that Warley Primary are willing to do the same in future.

6.6 **Gin Tasting - Friday 1 July**

Current sales are 25 online, and 5 which Laura is aware intend to buy. Target is for 35-40 people. One bottle of gin will serve around 18-20 people, so ideally ticket sales and measures will tally.

We need to provide ice breakers and spoons, garnishes and nibbles. Laura to coordinate. It was agreed to send an email via PTA events to ticket holders that they were able to provide their own snacks if they had additional dietary requirements. It was agreed to do a raffle again, Flavia had a few items and could also offer a bundle of wine from the circus.

Laura

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

Amy could do Tuesday 12th, Flavia to do 14th and ask for additional volunteers on the group. Laura to apply for a TENS license.

Laura

6.8 **Krispy Kreme sale – Thursday 21 July**

It was agreed to increase from the 600 last time to 1000 as they had been so popular. *[Sec note: This was reduced to 900 before the event due to concerns people would be away – we did sell out].*

Flavia to order

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. We would have a bar and food trucks again, and hope year group parents would staff stalls. Request Steve Carpenter request toilets and ice cream from his friend.



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There was a lot of concern about the cinema margins after paying for the screen, speakers, and license, while still making the event affordable for parents. We also discussed concerns it would be too close to the start of term.

[Sec note: Following the meeting, NW checked with the licensing company on payment. Previous information on only paying a percentage of the gate fee was incorrect and they confirmed we must pay 40% of the takings. Our screen size was suitable for around 200 people, which would cost £1100 – we so far paid £550 deposit. Combined with the high cost of licensing we felt the risk of making a loss in the case of bad weather, or people not buying tickets was prohibitive, and the event was cancelled, losing the screen hire deposit.]

6.10 Autumn term – Fireworks – Friday 4 November

Nici to submit a St John Ambulance request for this as back up and reach out to the parent first aid volunteers. Food trucks were agreed to be good. 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

7. ANY OTHER BUSINESS

7.1 Open evening display – Thursday 7th July

All to send photos of past events to Flavia for display, and Laura to share finance information from Laura.

Flavia / All/
Laura

7.2 Musical soiree bar – Thursday 30 June

Amy, Laura and Flavia may be able to help – TBC. We will ask for donations rather than charge.

7.3 Sports day bar – Friday 8th July

Limited committee support available on the day – agreed to ask on the volunteers' group to see if people were willing to help in the AM / PM when not watching their children. Nici and Andrea to set up, Nici, Flavia and Andrea to pack up. Amy to check on stock of soft drinks to see what more is needed.

Amy

7.4 Halloween disco – Thursday 20th October

Amy suggested a Halloween disco, and consideration as to what Reception can do this time.

7.5 Delaying the AGM

Nici



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The current AGM date is set as Tuesday 4th October. Nici suggested moving this to the new year so that incoming committees don't have to run the fireworks event within a month. All agreed it was a good idea, Nici to investigate options. *[Sec note: We must hold an AGM within 15 months of the last one, so would put us in early January. We need to give 21 days' notice of the new date].* Agreed to consider again in new school year.

8. DATE OF NEXT MEETING

Monday 18 July – 7pm in person

[Sec note: The meeting didn't take place in July due to committee availability. Next meeting in September].