

Minutes of the Fundraisers meeting held at 7pm on Monday 28 February 2022

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

1. APOLOGIES FOR ABSENCE

Apologies were received from Christine Harwood, Lori Spendl, Vanessa Terra- Karsisioti.

2. MINUTES OF THE LAST MEETING

The minutes were discussed and any action notes included into the main agenda points below.

3. MATTERS ARISING NOT ELSEWHERE ON THE AGENDA
3.1 Repairing the all-weather pitch

Mrs Meacher advised a meeting was booked on 10 March with the supplier of the all-weather pitch who can also provide play equipment. The older wooden play equipment on the grass has been condemned and is cordoned off, so would likely need replacing. More information next meeting, and moved into agenda point 5, Projects to be funded.

Mrs Meacher

3.2 Fundraisers shed

Mrs Meacher to look during a site walk this week if there are alternative sites, and advise next meeting.

Mrs Meacher

3.3 Chalk board in shed

The board in the shed must be an old one, Mrs Meacher to buy a new one for use at the gates for use as needed.

4. **FINANCE UPDATE**

Laura to give a full update next meeting, as not much change since the last call. There are still issues with access to sign off payments, as Amy and Nici had been added to the bank accounts but still not received any authentication kit or cards. The additional sum for books confirmed in January was awaiting transfer and only cheques could be co-signed until the issue is resolved. Laura to chase Barclays again.

Laura

5. **PROJECTS TO BE FUNDED**

In addition to the quotes for repairs to the all-weather pitch and play equipment (point 3.1), the covered pergola shelter where we normally hold playground sales was badly damaged in the recent storm and cover had to be removed, so quotes for a replacement to be sourced. All agreed funding play equipment or a covered shelter would be a great, visible goal to encourage parents to donate. Mrs Meacher to advise at the next meeting. Mrs Meacher updated on the IT equipment we previously funded for £10k. Unfortunately, the school IT infrastructure was not strong enough to support additional devices, so would need upgrading before equipment, so this is on hold. These funds could be transferred to contribute to playground equipment once quotes are gathered.

Mrs Meacher

Cath raised a query on further funding for Reception books. Sarah D and Mrs Meacher shared their experiences due to the policy. The fundraisers agreed to support with further additional funding if needed.

6. **EVENTS**

6.1 **Your School Lottery**

No update

6.2 **Amazon Smile**

No update

6.3 **Bag2School – Friday 4 March**

Promotions via posters, social media, newsletter and Parentmail

have been done. Amy suggested we promote on year group
WhatsApp groups. Nici

Nici to contact them to book another collection on 10 June. Mrs
Meacher agreed we could sell uniform and promote the fundraisers
at new Reception meetings and 'stay and play' sessions in May. Nici

6.4 **Wine Tasting - Friday 4 March**

Laura confirmed 53 tickets had been sold to date, and
arrangements were in hand with John from Liquorice. Ticket sales
are due to close on Wednesday evening, so it was agreed to send
another Parentmail on Tuesday / Wednesday to advise of this. Laura

Richard Delow has offered to prepare the food, which Laura and
Flavia will buy. Laura has bought / is sourcing table and room
decorations, wooden cutlery, plates and napkins. We can borrow
the glasses from Liquorice, but need to return them washed. Mrs
Meacher confirmed we can use the school kitchen dishwasher if we
check how to use it with Sue, and Richard could use the kitchen
surfaces to prepare food. Laura / Flavia

Afterschool club would be running until 6.30pm, but Mrs Meacher
advised after 6pm they could move to the small hall to allow us
space to set up. Mr Carpenter to set 16 tables out around the edge
of the hall ready, along with chairs.

Very big thanks were extended to Sarah Day for canvassing local
businesses to find some great prizes. Other people and businesses
had also been very generous, so we are also grateful to everyone
offering a gift.

Laura to check with Mrs Nimants if a booking form was needed for
school records. Laura

6.5 **Guess the eggs in the jar – from Friday 21 March**

Amy confirmed the jar was ready, and she would create / print
sheets with numbers for people to be able to guess. These and the
jar would be kept in the library for teachers to take classes down to
guess. Amy

6.6 **Pre-loved uniform sale and Krispy Kreme donuts sale – Friday 1st April**

Krispy Kreme sell discounted boxes of 12 donuts for charity events, limited to a maximum of 50 dozen (600). With 420 children in the school, it was agreed we would likely sell out as parents and siblings may also buy. There was discussion over which day to hold the sale, so that they could be sold over two days in case the first was not a sell-out. Cath advised she would be able to sell any left-over donuts at her work. Andrea offered to collect the donuts from Romford in the morning if someone else orders them. Flavia to source paper bags to hold the donuts.

Andrea / Flavia

It was agreed to ask for volunteers to help with the sales from 2pm onwards as last uniform sale was a rush to get prepared.

Nici

6.7 Easter trail / Bunny money

Nici to ask if anyone will run on WhatsApp as no one on the call had capacity. Mrs Meacher to check with teachers on their willingness to dress up in a bunny suit.

Nici

Mrs Meacher

6.8 Disco – Friday 20 May

Amy to check with contact

Amy

6.9 Pub quiz / theatre ticket sale – TBC

Carried forward to next meeting

6.10 Pre-loved uniform sale – Friday 10 June

Carried forward to next meeting

6.11 Circus and fete – Friday 17 June 2022

Agreed to ask on the main group for volunteers to run activities, ideally on a rota so everyone can enjoy the event. Agreed to reduce stalls if too few volunteers. Mrs Meacher happy to use food vans and to have portaloos if needed. Nici to check costs. It was agreed to also have candy floss and snacks for sale.

Nici

Nici

Timings were a concern, as the tent opens 5.30pm, so there's only a short time between school and the show in which to set up and run activities. Mrs Meacher advised that we could perhaps cordon off part of the playground ahead of pick up, or set up stalls on the field, depending on the weather and where the circus was setting up. Nici to check with circus.

Nici

The circus cost was £2950 (ex VAT if we invoice through school), and last time attendees were charged at £10 (adults and children), and volunteers had a discount to £6 for their ticket. TBC this years' costs.

Nici to check the Purple book of event guidance for first aid requirements.

Nici

It was agreed to consider a programme in which we could sell advertising space, as had been done previously. Flavia offered to design. Also, it was hoped local businesses would offer raffle prizes given the larger audience.

Agreed to focus on arrangements in the next meeting.

6.12 Parent's sports day – TBC

The idea was vetoed as it can get too competitive

6.13 Flea market / boot sale – July? TBC

Carried forward to next meeting

6.11 Cinema night – Saturday 24 September

Nici to speak to screening company before summer break. No further action at this point

7. ANY OTHER BUSINESS

7.1 Canva

Flavia trying to get Canva Pro (design software), which is free for charities, but some charity registration details are needed.

Flavia

8. DATE OF NEXT MEETING

Agreed to meet **Monday 28th March at 7pm**, on Zoom, and to try to keep to two hours maximum.