



# FFH MEETING MINUTES

20:00 | 30 September 2024 (TEAMS)

## Committee Members

Trustees: Joanne Legdon (JL) (Chair), Leanne Lewin (LL) (Treasurer), Rebekah Pallett (RP) (Secretary)

Parent Members: Rachel Davison (RD), Olivia South (OS), Sarah Hanton (SH), Mici Dubb (MD), Laura Fletcher (LF)

Staff Members: Sarah Lyons (SL)

Item	Minutes	Action
Welcome	JL welcomed the committee, new trustees and members. July's minutes unanimously agreed.	NA
Administration Matters	Apologies: Olivia South, Sarah Lyons July's minutes unanimously agreed Amelia Stannard (Form1 teacher) attended as school representation.	NA
Charity Commission Updated	JL advised charity commission website updated and paperwork signed. RP yet to sign paperwork as was unable to attend AGM. JL to leave in school office for RP to sign.	JL to leave form in school office. RP to sign.
School Objectives 2024/2025	Mrs Lyons has requested support to raise 4.5K for sports hall roof repair and 4.5k for electronic items for children's education. JL suggested the goal for FFH for year 2024/25 is set as challenge £10K to support this fundraising request.	RD to complete newsletter to inform parents of this year's target
Highfire	OS unable to attend meeting, update provided via what's app. Fireworks and security are booked. School kitchen will help. Musician booked to play around the fire. The South's electrical team will help set up. JL has organised easy rota for volunteers. Small items will be for sale.	Whole committee progress  OS will amend risk assessment.  Committee members to encourage ticket sales.
Christmas Event	Discussion around how to organise and manage a Christmas event	JL to speak with school & set up vote for type of event
Christmas Prize Draw	Prizes need to be arranged.	LL to organise raffle and lead on hampers

		JL order prize draw tickets																								
Academic Calendar of Events	<p>Unanimous vote for prizes for film night and non-uniform days to remain as previous year. Laura Fletched will continue to manage film nights.</p> <p>Current arrangements for academic year are: 3 film nights, 3 non-uniform days per year (one each term), high fire and sports day. JL has also suggested a spin up event to support fundraising.</p> <p>2024:</p> <p>4th October – Film Night 18th October – Non-uniform 8th November – Highfire 6th December – Christmas Event</p> <p>2025:</p> <p>29th January – clothes recycling 31st January – Film night 6th March – Non-uniform day March/April – Social for parents 28th June – Highfest</p>																									
Social Evening March/April 2025	Social event to be arranged for April May 2025	LL																								
Uniform Shop	SH to organise forest school bundles to raise money from old school uniform items	SL																								
Easy Fundraising	This is a good source of constant income for FFH, so committee members discussed ways to encourage parents to sign up	Committee to encourage sign up.																								
Social Media/Advertising	<p>Facebook page not to be used.</p> <p>RD to undertaken development of advertisement resources and newsletter</p>	RD																								
Financial Summary 30/09/2024	<table> <tr> <td colspan="2"><b>Current Account</b></td> </tr> <tr> <td>Opening Balance</td> <td><b>£5,361.34</b></td> </tr> <tr> <td colspan="2"><b>Incomings</b></td> </tr> <tr> <td>Bacon Rolls</td> <td>£142.00</td> </tr> <tr> <td>Uniform Shop</td> <td>£91.00</td> </tr> <tr> <td>Highfire</td> <td>£433.81</td> </tr> <tr> <td>Hot Chocolate</td> <td>£54.50</td> </tr> <tr> <td colspan="2"><b>Outgoings</b></td> </tr> <tr> <td>Highfest</td> <td>-£70.00</td> </tr> <tr> <td>Film night</td> <td>-£17.55</td> </tr> <tr> <td>Freeze Pops</td> <td>-£68.00</td> </tr> <tr> <td>Christmas 24</td> <td>-£21.00</td> </tr> </table>	<b>Current Account</b>		Opening Balance	<b>£5,361.34</b>	<b>Incomings</b>		Bacon Rolls	£142.00	Uniform Shop	£91.00	Highfire	£433.81	Hot Chocolate	£54.50	<b>Outgoings</b>		Highfest	-£70.00	Film night	-£17.55	Freeze Pops	-£68.00	Christmas 24	-£21.00	LL
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Update from school	AS update FFH that Mrs Lyons has had a recent family bereavement. School team are supportive of FFH and our activities and offered to help in any way that they can																			
AOB	None	NA																		
Next Meeting	4th November 2024 via teams at 20:00	RP to send meeting invite for Teams call																		