



FFH MEETING AGENDA

Monday 10th June 2024 | 8.00-9.20 (Virtual via MS Teams)

Committee Members

Trustees: Melanie McKinnon, Chair | Olivia South, Vice-Chair | Jo Legdon, Secretary | Sara Radrizzani, Co-Treasurer | Leanne Lewin, Co Treasurer

Parent Members: Sarah Hanton | Michelle Noble | Laura Fletcher | Jo Porter | Rebekah Pallett | Helen Willmott | Rachel Davison

Staff Members: Sarah Lyons

| Item | Minutes | Action |
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| Welcome | MM welcomed the committee to the meeting | NA |
| Administration Matters | <ul style="list-style-type: none"> • Apologies MN, HW, SH & RP all sent apologies • Approval of Minutes from April FFH Meeting minutes were unanimously approved • Meeting New Members &/or Resignations None to record | NA |
| Update from School | Mrs Lyons thanked the committee for our efforts this year and said the school were very appreciative of our efforts this year. She feels that we have clear processes, and our reporting and accountability standards are particularly good. Mrs Lyons is comfortable, along with Sue Beaumont, that they have a clear view on our financial position and are well informed on our activities. | NA |
| Highfest Update – 15th June | <p>The focus of this meeting was plans for Highfest.</p> <p>MM will complete all legal paperwork and ensure we have appropriate checks completed for external vendors, suppliers and performers</p> <p>OS will update 2023 Risk Assessment and share with School</p> <p>Ticket sales are currently at 185 attendees</p> <p>OS confirmed plans for fridges and freezers to be delivered to site and placed in individual areas.</p> | NA |

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|---------------------------------------|---|-----------------|-------------------|------------------|--|-------------|--------|--------------|--------|----------|-----------|--------------|---------|-----------------|---------|------------|---------|-------------|--------|------------|-----------|----------------|---------|----|
| | <p>MM confirmed the Volunteering Policy is on the website and all volunteers should be directed to read it via sharing a link</p> <p>LL is sorting raffle tickets and prizes</p> <p>LF confirmed the volunteer roster is looking ok, just need to fill a few slots later for the bar but hopeful that parents will help on the day if they can</p> <p>MM confirmed there is still good availability on workshops</p> <p>JL confirmed Marshalls Marquee's will be arriving at school on Thursday to set up – JL will confirm times of arrival for Connor Cook to book them in and manage them while they are on site.</p> <p>OS confirmed Ann et Vin, Milestone Brewery and South Electrical will all be on site on Friday to set up and deliver supplies</p> <p>SL confirmed that all visitors need to report to reception and be signed in – she will make the office & teaching staff aware of the arrivals</p> <p>Mrs McGhie & Mrs Hick have both offered to help with Highfest set up on Saturday morning which is great.</p> <p>SL will organise floats for the event</p> <p>JL to send Highfest info to Alex Kinnear Mellors for distribution on the Woodward's WhatsApp group –out of courtesy to make them aware of the event</p> | | | | | | | | | | | | | | | | | | | | | | | |
| Financial Summary for May 2024 | <p><u>Current Account</u></p> <table border="0" data-bbox="496 1485 1177 2031"> <tr> <td>Opening Balance</td> <td style="text-align: right;">£13,153.28</td> </tr> <tr> <td colspan="2">Incomings</td> </tr> <tr> <td>Bacon Rolls</td> <td style="text-align: right;">£54.65</td> </tr> <tr> <td>Uniform Shop</td> <td style="text-align: right;">£91.00</td> </tr> <tr> <td>Highfest</td> <td style="text-align: right;">£3,374.46</td> </tr> <tr> <td>Wine Tasting</td> <td style="text-align: right;">£479.78</td> </tr> <tr> <td>Easyfundraising</td> <td style="text-align: right;">£421.46</td> </tr> <tr> <td>Film night</td> <td style="text-align: right;">£330.00</td> </tr> <tr> <td>Freeze Pops</td> <td style="text-align: right;">£51.16</td> </tr> <tr> <td>Go Fund Me</td> <td style="text-align: right;">£6,316.04</td> </tr> <tr> <td>World Book Day</td> <td style="text-align: right;">£170.00</td> </tr> </table> | Opening Balance | £13,153.28 | Incomings | | Bacon Rolls | £54.65 | Uniform Shop | £91.00 | Highfest | £3,374.46 | Wine Tasting | £479.78 | Easyfundraising | £421.46 | Film night | £330.00 | Freeze Pops | £51.16 | Go Fund Me | £6,316.04 | World Book Day | £170.00 | NA |
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| <p>AOB</p> <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • <u>Presentation of £40,000 cheque to school for Project Minibus</u> The committee discussed times and dates that may be suitable to hand the cheque to Mrs Lyons as a marketing opportunity too. Sports Day was suggested as a good option and Mrs Lyons agreed. • <u>Minibus purchase</u> OS asked if we need to do anything else to help now that we have reached our target? SL confirmed not and that she will take it from here. The school are planning to organise over school holiday so it can be up and running by the start of the new term in September. • <u>School Sports Day Bar – volunteers & responsibility</u> As usual, FFH will be serving a bar at Sports day, MM asked for a volunteer to co-ordinate stock, buy extra drinks, ice, work with the kitchen, set up and sort roster for the bar. Previously OS has done this, and MM felt after Highfest it would be great if someone else could co-ordinate. Nobody volunteered, so OS kindly agreed to co-ordinate | <p>None</p> <p>None</p> <p>None</p> | | | | | | | | | | | | | | | | | | | | |

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| | <p>again. In terms of a roster, everyone on the committee is keen to help but also not miss our own children and their events. It was agreed that there would always be at least one member of FFH on the bar to supervise drinks serving, however we will all work as a team on sports day to cover that and use an honestly system too.</p> <ul style="list-style-type: none"> • <u>End of Year School Disco – 9th July 2024</u> JL provided an update on the school disco; it will be during school hours and paid for by FFH so no need for parents to do anything different than a usual day. Party clothes can be taken into school if the child wants. • <u>Suggestion of a Jazz Night</u> Due to the success of the wine tasting evening, LL suggested we offer a jazz night at Strays in the new term (September/October time). LL will put a cost proposal together to present at the next meeting and we can decide if this is something we can offer. | <p>None</p> <p>LL to update at next meeting on cost forecast of event</p> |
| Next Meeting date | Monday 8 th July 2024 | JL to issue agenda and invites |