



# FFH COMMITTEE MEETING

20th of April 2026 8.00pm Microsoft Teams Meeting

## Committee Members

**Trustees:** Jo Legdon, Laura Walker, Olivia South, Sarah Hanton, Craig Parker

**Guests:** Deborah Escoriza

| Item                                                 | Minutes                                                                                                                                                                                                                                                                                                                   | Action required                                                       |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| Welcome                                              |                                                                                                                                                                                                                                                                                                                           |                                                                       |
| Apologies                                            | Fran Bradshaw, Nicola Creasey                                                                                                                                                                                                                                                                                             |                                                                       |
| Approval of Minutes of 12 <sup>th</sup> January 2026 | Approved by all.                                                                                                                                                                                                                                                                                                          |                                                                       |
| Admin Matters                                        | <p>No new members or resignations – JL to ask Mrs Lyons to advertise for more FFH volunteers due to people leaving.</p> <p>Barclays Bank reclaim LF</p>                                                                                                                                                                   | <p>JL to liaise with Mrs Lyons</p> <p>LF to continue to follow up</p> |
| Regular Fundraiser Updates                           | <p>School Uniform Shop- £281 – struggling with stock due to new uniform, as soon as it comes in, it goes. This should ease when the new uniform has been in for a while longer and there is more of a surplus of old uniform to recycle.</p> <p>Bacon Rolls &amp; Hot Chocolate – £735</p> <p>Easyfundraising - £1160</p> |                                                                       |
| Pre-planned Events for this Term                     | <p>Non-Uniform Day – Mrs Lyons date TBC</p> <p>Film Night – Mrs Lyons not to have one in the summer term as too much going on.</p> <p>Sports day, leavers etc</p> <p>Highfest – 27 &amp; 28<sup>th</sup> of June</p>                                                                                                      | JL                                                                    |
| Highfest                                             | Date: 27 <sup>th</sup> of June                                                                                                                                                                                                                                                                                            |                                                                       |

| Item | Minutes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Action required |
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|      | <p>Booked Marquee</p> <p><b>Bands:</b><br/> Jack Brett, Spotify Play List &amp; Samuel Jepson until 9pm<br/> Razzle Dazzle children's disco 4-6 on main stage</p> <p><b>Food:</b><br/> Koala Kitchen &amp; Witham Pizza<br/> Awesome Coffee</p> <p><b>Activities:</b><br/> Rock climbing<br/> Bouncy castles<br/> Balloon Artist – Mr Twister<br/> Face Painting<br/> Amazing Dens – Craft tent<br/> Mr Richardson – Football Tournament – World Cup Year<br/> Dr Hanton - Science Workshops<br/> Sound Bath – Adults only</p> <p><b>Other services</b><br/> Porta Loos – costs</p> <p><b>Raffle</b> – Fran &amp; Nic to manage</p> <p><b>Sponsorship attained</b><br/> 4 x £200 Streets, Loose Canon, BB Mortgages &amp; AJ's<br/> Ellis Mather £1000<br/> Warmth works £500</p> <p><b>Raffle prizes secured</b><br/> AJ School of Dance<br/> £200 of theatre tickets<br/> Nespresso Coffee Machine – donated by Rach Davison<br/> Catherine Carter Beauty Vouchers</p> <p>Festival Shop – OS to procure supplies<br/> Sweet shop – JL to procure supplies</p> |                 |

| <b>Item</b>       | <b>Minutes</b>                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Action required</b>                                                                                                                                |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <b>Sports Day Bar – Friday, 19<sup>th</sup> of June</b><br><br>Volunteers needed to cover bar<br><br>Stock – Soft Drinks, Pimms - Fruit & Ice, Beer, Non Alcoholic beers, Fruit & Ice                                                                                                                                                                                                                                      | JL to create poster and volunteer schedule for sports day                                                                                             |
| Financial Summary | <b>Financial summary as at April 2026</b><br><br><b>Uniform shop</b> £281<br><b>Bacon rolls &amp; Hot chocolate</b> – £735<br><b>EasyFundraising</b> - £1160<br><b>Non uniform day</b> - £335<br><b>Film nights</b> - £300 not including the last filmnight so should be £600 approx<br><b>Highfire</b> - £1400<br><b>Christmas Café</b> - £310<br><b>Wreath Making</b> - £200                                             |                                                                                                                                                       |
| AOB & Close       | <b>SHC – sponsored event at Highfest</b><br>Deborah Escoriza joined out meeting to discuss SHC proposals for their part at Highfest. They are proposing a Sponsored Bounce – Space Hoppers – How many bounces in 10 mins<br>Sponsored stocks<br>At the same time sponsor a brick.<br>Sponsor forms to be sent to Gemma Collins<br><br><b>Highfire</b> – Thursday, 5 <sup>th</sup> of November<br>Face painter to be booked | DE to keep us updated on SHC decisions and approval from Mrs Lyons for these proposals<br><br><br><br><br><br><br><br><br><br>JL to book face painter |