



FFH MEETING MINUTES

Monday 6th November 2023 | 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: Carly Carpenter | Sarah Hanton | Michelle Noble | Laura Fletcher | Jo Porter | Rebekah Pallet | Helen Willmott

Staff Members: Sarah Lyons | Gail Martin

Item	Minutes	Action
Welcome	MM welcomed the team	None
Apologies	Apologies for Michelle Noble, Sarah Lyons and Gail Martin	None
Approval of Minutes	MM proposed they were a true reflection; unanimous approval of minutes from September FFH Meeting	MM to add to website
Administration Matters:	Charity Commission details updated <ul style="list-style-type: none"> Complete Confirmation of School Objectives <ul style="list-style-type: none"> Complete & on website. School Minibus is the focus with smaller activities as requested from Mrs Lyons Clothes Recycling Program <ul style="list-style-type: none"> Booked for end of January 2023 FFH committee was asked to mention it to parents, we will send out a dojo next week Event Schedule for Next Term <ul style="list-style-type: none"> MM to schedule a meeting with Mrs Lyons to plan for term after Christmas Social Media for Events <ul style="list-style-type: none"> Still in progress. We need a new channel as WhatsApp is being overused and we want to let parents know all the wonderful things we are doing, whilst directing them to the FFH website at every opportunity HighFest Dates - Suggestions: 15 th / 22 nd June 2024	JL MM MM OS

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	<ul style="list-style-type: none"> • 22nd is a possibility but we need to check with Mrs Lyons on when the Leavers ceremony is. • Previously we have made a substantial cost saving by having Highfest & leavers ceremony at the same time as we can leave the marquee up. • SR mentioned that the end of term can be quite hectic for Form 6 so would be nice to move Leaver's ceremony and Highfest to earlier in the term if possible? • OS to speak to Mrs Lyons <p>Treasurer Report 22/23</p> <ul style="list-style-type: none"> • Not ready yet, it is envisaged that Efe can have this completed during December. • MM will work with Efe to ensure this is complete and submitted on time <p>Barclays Bank Account</p> <ul style="list-style-type: none"> • Not discussed – for next meeting 	
Bonfire Night Update	See separate activity tracker	OS
Christmas Decoration Team for School	OS agreed to lead a team of volunteers to put up Christmas decorations, early December JL to set up a WhatsApp chat in the FFH community with a few volunteers so OS can coordinate a date. SH said if it was a Wednesday then she can help too.	OS JL SH
FFH Christmas Event for Children	JL & LL to meet to discuss original plans and what we already have in place for this day. School have sent through some great ideas, JL to share with Christmas Event team. Schedule first planning meeting to kickstart idea generation. OS mentioned that raffles are usually a good money raiser so Christmas team to think about hamper creations – use the BTR day for hamper donations or prize donations? FFH usually sell raffle tickets at nativity plays too so we could look at running a Christmas raffle over the various events with the children drawing the raffle on their Christmas day?	JL & LL JL JL
Quick Update on Historic Fundraisers	Uniform Shop <ul style="list-style-type: none"> • CC confirmed that uniform shop is still being used by many • Lots of excess stock (unbranded items like trousers, pinafore dresses, shirts, skirts) 	

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	<ul style="list-style-type: none"> Ideas discussed to sell some stock off JL to work with CC on a poster and 2 dates for 'everything's a £1 sale' (Friday evenings) LL agreed to add some 'bundles' to vinted to see if they sell Any remaining stock will be bagged up and donated to the rags2riches collection at end of January 2024 	JL & CC LL CC
	Bacon Rolls <ul style="list-style-type: none"> First one of this term is Friday SR to lead, OS & CC to help on the morning 	SR, OS, CC
	Easyfundraising <ul style="list-style-type: none"> This month we have raised £170 and had 3 new parents join the donations LL said it would be a good idea to promote the Easyfundraising browser extension as this auto reminds shoppers every time they are on a website that donates to Easyfundraising Need to promote this on dojo and class reps 	TBC
New Fundraising Initiatives	Colour Fun Run <ul style="list-style-type: none"> CC confirmed the costs for running the event £8.09 +VAT per person (£9.70 per person) which includes powder, t-shirt, glasses, medal, small bag of powder for finale. LL suggested inviting a photographer to take professional photos to sell following the event as an additional income source CC will look to plan for Spring/Summer term. Dates to be offered at next committee meeting so it can be planned into the FFH calendar 	CC
	Highfields Gin <ul style="list-style-type: none"> This could be done for Highfest & Christmas (if we get cracking) CC will manage this and make relevant arrangements Bottle label to be designed & bottle shape Asa Pennell has agreed to stock in Loose Cannon as a revenue stream for FFH CC wants to gauge interest; would be a nice idea for Christmas presents Dojo comms needed 	CC
	Wine Tasting Evening <ul style="list-style-type: none"> LL is awaiting availability dates from Ann et Vin for pre-Christmas. It may be that we do this closer to Valentines, a Galantines event? 	LL

Item	Minutes	Action
	<ul style="list-style-type: none"> • LL to feedback on date availability 	
Financial Summary	Provide figures for September 2023: <ol style="list-style-type: none"> 1. Opening Balance 2. Total Income 3. Total Expenses 4. Ending Balance Outstanding invoices (payable / payee) <ul style="list-style-type: none"> • To be provided by LL 	LL is chasing EE to get full access to enable this reporting
Next Meeting date	Suggested date of Monday 4 th December 2023 was agreed JL to send meeting invites	JL
AOB	FFH Get Together <ul style="list-style-type: none"> • MM said it would be good to get a date in the diary pre-Christmas for us all to have a get together at Loose Cannon. • JL will issue a poll for dates on WhatsApp and see which Thursday pre-Christmas is most popular. 	JL