



FFH MEETING MINUTES

Monday 15th April 2024 | 8.00-9.00 (Virtual via MS Teams)

Committee Members

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

Parent Members: 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 committee back to the first meeting of the Summer Term.	None
Apologies	Apologies for Jo Legdon, Secretary, Sarah Lyons – Head Teacher, Gail Martin – Deputy Head, Sarah Radrizzani, Rebekah Pallet, Helen Willmott	None
Approval of Minutes	March Minutes were unanimously approved	None
Administration Matters:	<ul style="list-style-type: none"> • CC Resigned from FFH in March • Rachel Davison is interested in joining the FFH and will attend next month's meeting. She has children in Yr. 2 & Nursery at Highfields. • SH is now responsible for 2nd Hand Shop and is doing a review of stock and operations, changes include: <ul style="list-style-type: none"> ○ Opening Hours: 8.35-9.30 am on a Friday during school term only. ○ Parents can email the FFH inbox for stock requests by Wednesday for collection on a Friday morning. ○ SH contact details are not to be distributed to parents. ○ Mrs Lyons to review existing stock to confirm it is appropriate for resale in terms of condition. ○ More stock on rails. ○ MM proposed, OS seconded, and the committee voted to allocate £150 for SH to spend on clothes rails. 	MM MM SH

Item	Minutes	Action
	<ul style="list-style-type: none"> ○ SH to speak with Connor Cooke regarding the ceiling leak. ○ Leanne suggested transparent zip bags for blazers to better protect them from dampness and mould. 	
FFH Next Events	<ul style="list-style-type: none"> • Highfest £223.88, 8 tickets sold so far. • Agree next Highfest meeting Friday, 3rd of May 1.30pm. <ul style="list-style-type: none"> • Suggestion of purchasing pop of marquees for future events that can be joined together with connectors - RS to check the quality. • Suggested £2k of investment for the marquees. • Wine Tasting £1,014.55, sold 31 tickets so far. 50 tickets are the target. 	MM/ OS/RS LL
School Bus Fundraiser	<ul style="list-style-type: none"> • The GoFundMe page has raised £6640 to date. • The GoFundMe page will need to close by mid-May as it takes up to 45 days for the monies from the site to be remitted to the FFH bank account. The school will need the monies by 1st July to ensure they can buy the bus, get it ready and branded in time for the start of T1 2024/25. • MM proposed, OS seconded, and the committee voted on a close date for the GoFundMe page of 10th May to ensure monies are remitted to the school by July 1st. • Match Funding – the company Benevity have agreed to match the Hanton’s donation – SH is chasing why it isn’t showing up on the website. • Reducing the target amount on the GoFundMe page from £25K to £20k once we have confirmation of the £5K via Match Funding. • Headrest with Family name an additional £35 to comply with Charity law. • Gift Aid (assuming contributors tick the Gift Aid box) should raise £3,000+ • MM has sent a letter to Mrs Lyons to be approved to send out to old Highfeldians. MM to chase approval and distribution. • Bus Fundraising Leaflet & Match Funding Leaflet to be distributed via school bags this week. 	MM SH MM MM MM MM
Financial Summary	<p>Opening Figures for March 2024</p> <ul style="list-style-type: none"> • Opening Balance £5,014.64 • Closing Balance £6,202.10 • Outstanding World Book day + Film Night Rev 	LL

Item	Minutes	Action
Next Meeting date	<ul style="list-style-type: none"> • Monday, 13th of May 2024 • JL to send out meeting invitations 	JL
AOB	<ul style="list-style-type: none"> • School Sports day, 21st of June (reserve date of 28th of June if the weather is bad.) FFH member to be agreed to take the lead on this event? Mrs Lyons would really like the Pod to be used. LL suggested a Bacon roll, teas, and coffees in the morning in the pod. Pimm’s, cold drinks & ice lollies to be sold in the afternoon closer to the track races under gazebos like last year. Suggestion of FFH to give children an ice lolly at the end of the day. • No questions from anyone on the Financial summary • OS to arrange thank you gifts for Efe, Carly Carpenter & Sophie Dhokia in recognition of their efforts and contributions to the FH over the last few years. 	TBC

	A	B	C	D
1	Financial Statement			
2		March 2024		
3		Opening Balance	Closing Balance	Difference
4	Current Account	£5,014.68	6202.1	£1,187.42
5	Savings Account	£15,829.97	15847.58	£17.61
6				£1,205.03
7				
8				
9	Income Details	Amounts	Notes	
10	Bacon Rolls	£32.55		
11	Expenses	-£25.68	from previous event	
12	Film night	-£24.35	Awaiting school payment	
13	Sports Day	-£21.00	Tens License	
14	Interest	£17.61		
15	Uniform	£50.00		
16	School Bus	-£62.53	Leaflet printing	
17	Highfest	£223.88		
18	Wine Tasting	£1,014.55		
19				
20		£1,205.03		
21				
22	Awaiting School payments for:		World Book Day	
23			Film Night	
24				
25				