



FFH MEETING MINUTES

Tuesday 10th October 2023 | 8.00-9.20

Committee Members Present

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

Parent Members: Sara Radrizzani | Carly Carpenter | Sarah Hanton | Michelle Noble | Laura Fletcher | Jo Porter | Rebekah Pallet | Efe Emeledor

Item	Minutes	Action
Welcome	MM welcomed the committee	
Apologies	Apologies received for SL & GM	
Approval of Minutes from June FFH Meeting	Agreed unanimously	MM to load to website
Committee Election Nominations & Voting	Formality to propose Carly & Rebekah to FFH <ul style="list-style-type: none"> Carly Carpenter: Proposed by MM, Seconded by OS, agreed unanimously Rebekah Pallett: Proposed by MM, Seconded by OS, agreed unanimously 	MM
Administration Matters:	<ul style="list-style-type: none"> Charity Commission details updated JL confirmed that charity commission website has changed and so we're awaiting new logon details to add new trustees (SR & LL) and remove EE <ul style="list-style-type: none"> Confirmation of School Objectives Mrs Lyons emailed the Trustees a list of preferred fundraising spending objectives for the new school year referring to the recent survey sent to parents asking for their preferences. The priority was the Minibus (66.67%) and school enrichment activities (61.11%). A small but passionate minority of parents were also keen on a School Defibrillator (33.33%). As per Mrs Lyons request, the FFH will prioritise funding this year for the minibus and also support enrichment activities both in school hours and out-of-school hours. MM suggested the school research the cost of a defibrillator together with local grants they can apply	JL to follow up with CC

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	<p>for. Upon agreement, the FFH may top up the balance of funds required, but this is TBC.</p> <ul style="list-style-type: none"> Clothes Recycling Program JL has investigated options and Rags4Riches have slots available for collection in January and April 2024. MM proposed that we go ahead, OS seconded and the committee agreed unanimously. CC agreed to sort some of the old clothes in the uniform shop (non-highfields branded) to donate to the collection. SR suggested a Friday school sale before the end of term to sell some items. CC agreed to manage this and sort the clothes for Friday 20th October Event Schedule JL did a quick run through of remaining events until Christmas. <ul style="list-style-type: none"> Volunteers needed for Film Night: HW & LW agreed to meet at school to prepare popcorn. JL to order popcorn boxes and LW to purchase popcorn for the event. JL will use the FFH Debit card for ease of expense processing. Christmas Experience Day: need ideas for the event, will set up a WhatsApp group for the event. Lots of volunteers to help run the event. To be followed up at next meeting Social Media for Events MM asked for ideas on how to better promote our events, getting Facebook page up to date etc so parents aren't bombarded on dojo with events. CC agreed to liaise with Mrs Eason to see if she can publish FFH events on Highfields school Facebook page. JL suggested revival of our own Facebook page but there aren't many followers so we're unsure of the successes of this approach. LL agreed to work with MM on different ways to promote our activity & will feedback at next meeting. MM suggested we could do a monthly newsletter to parents? 	<p>JL to book Rags4Riches</p> <p>CC to bundle clothes & run the sale: 20th Oct</p> <p>HW & LW to coordinate film night JL to order popcorn boxes</p> <p>CC to liaise with Mrs Eason</p> <p>LL & MM to investigate new ways to promote FFH events and activity</p>
Treasurer Update:	<ul style="list-style-type: none"> June School Spend Not available but moving forwards SR & LL will report back on this, at each meeting Handover to New Team 	<p>LL & SR to update</p>

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	<p>EE confirmed she has met with SR to pass over some activities. EE is meeting with LL & SR next week to hand over remaining activities</p> <ul style="list-style-type: none"> • Bank Cards <p>EE confirmed that bank cards have been issued to MM & JL</p> <ul style="list-style-type: none"> • Access to Bank Account for New Treasurers <p>EE confirmed that NatWest bank need proof of meeting minutes to set up SR & LL as new users for the bank account.</p> <p>MM proposed that access to the bank accounts is granted to SR & LL, OS Seconded and committee agreed unanimously in their new positions as Co-Treasurers.</p> <ul style="list-style-type: none"> • Sum Up Machines Resets <p>LL & SR will arrange this. JL has set up new email accounts to associate to the different machines.</p> <ul style="list-style-type: none"> • 2022/2023 Accounts Close & Submission EE <p>EE confirmed that Accounts will be ready for submission, including external audit by 30th November 2023</p> <ul style="list-style-type: none"> • Bank Update EE/LL/SR <p>As above, following issue of these meeting minutes EE will provide to NatWest to enable SR & LL to be set up as new users for our bank account.</p> <p>Barclays Bank: LW confirmed that she knows Fran so will approach to enable funds to be released from Barclays bank account and transferred into NatWest current account.</p> <ul style="list-style-type: none"> • Gift Aid <p>SR has investigated this and will report back at the next meeting. We will need a way of managing opt-in to GiftAid.</p>	<p>EE to provide meeting minutes to NatWest</p> <p>LL to arrange</p> <p>EE</p> <p>LW to liaise with Fran</p> <p>SR to follow through</p>
FFH Highfire (Bonfire night)	<p>OS gave an update of the events for Bonfire Night. Hoping to make a small profit on the night from sale of food, alcoholic drinks and glowsticks.</p> <p>JL has sent off TENS licence & ordered 20 x hi-vis jackets for use at Bonfire Night and future events</p> <p>OS will arrange a meeting specifically for Bonfire night plans</p> <p>JL to set up a Highfire WhatsApp group for ease of communications</p> <p>OS to create a rota of volunteers</p> <p>OS asked if we need walkie talkies for the event, it was agreed this would be a good idea. HW offered to investigate whether the walkie talkies the Willmott's have would work for the event & save on cost</p>	<p>OS to set up meeting</p> <p>JL to create WhatsApp</p> <p>OS to do rota</p> <p>HW to investigate</p>

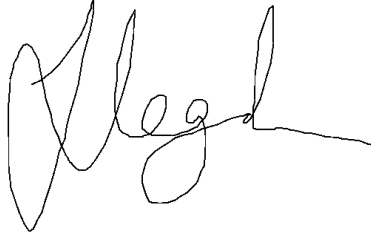
Item	Minutes	Action
		walkie talkies
Quick Update on Historic Fundraisers	<ul style="list-style-type: none"> • Freeze Pop Fridays SR will provide a full rundown of income & outgoings at next meeting • Uniform Shop CC confirmed that over the Summer and until this month we have made £438 at Uniform shop. CC is implementing a process where there will be a full record of what is sold and income for the uniform shop to make reporting easier • Bacon Rolls SR will provide a full rundown of income & outgoings at next meeting. • FFH Storage Cupboard JL to order more racking using FFH debit card JL, CC & SR spent an afternoon at the store cupboard sorting out the cupboard, it's now in much better shape and sorted into specific areas for ease of use in future. • Easyfundraising MM gave an update on Easyfundraising which is doing well but we need parents to continue to use the site for donations. 	JL to order racking
New Fundraising Initiatives	<ul style="list-style-type: none"> • Sponsored Reading Event JL confirmed this is all booked on for over half term. The school has all relevant materials to run the event. Will make sure a Dojo goes out on Monday 13th October in preparation for Half Term • Colour Fun Run CC will investigate dates available for next summer • Highfields Gin CC to investigate process for doing this and present back for committee agreement on go-ahead 	CC CC
Financial Summary	<p>Provide figures for September 2023:</p> <ol style="list-style-type: none"> 1. Opening Balance 2. Total Income 3. Total Expenses 4. Ending Balance <p>Outstanding invoices (payable / payee) Not provided this month, LL & SR will work together to have this together for future meetings</p>	SR/LL
Next Meeting date & AOB	<p>AOB</p> <ul style="list-style-type: none"> • LL has spoken to Ann (Ann et Vin) and Ann has offered to run a parent's wine tasting event where 	LL to investigate dates

Item	Minutes	Action
	<p>we could make a healthy profit on ticket sales. Happy to host at her shop or at School</p> <ul style="list-style-type: none"> ○ JP suggested linking in Highfields Gin with the wine tasting event. • SR asked for next meeting to be ran on a different night, JL agreed to add a poll to see best night of week to run the next meeting. <p>Next meeting to be confirmed based on above poll</p>	<p>JL to create poll</p>

Minutes Sign Off

Meeting Minutes Approved by: Joanne Legdon, FFH Secretary

Date: 16th October 2023



Signature: