



FFH MEETING MINUTES

Monday 4th March 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: Carly Carpenter | Sarah Hanton | Michelle Noble | Laura Fletcher | Jo Porter | Rebekah Pallet | Helen Willmott

Staff Members: Sarah Lyons | Gail Martin | Clare West

Item	Minutes	Action
Welcome	JL welcomed the committee to the meeting. JL was elected Chair in absence of MM for this meeting due to illness. JL also welcomed Clare West (CW) who attended on behalf of Highfields teaching staff.	None
Apologies	Apologies received for MM, RS & LF	None
Approval of Minutes from February FFH Meeting	Unanimous approval to minutes from February Committee meeting	MM to post on website
Administration Matters:	<p>HRMC & Charity Accounts Submission</p> <ul style="list-style-type: none"> LL will arrange for report to be uploaded to Charities Commission website, JL to send details for Charity Commission website logins to LL & SR <p>Treasurer Report 22/23</p> <ul style="list-style-type: none"> As above – this should also be added to Parentkind via the portal. <p>Barclays Bank Account</p> <ul style="list-style-type: none"> No progress, SR asked if there was a way to get a history of trustees from Charity Commission. JL will email Charities Commission to see if this is possible 	<p>LL to load to Charity Commission</p> <p>LL/SR to load into Parentkind</p> <p>JL to contact charities commission</p>
Wine Tasting Evening Update	To be held on Saturday 18 th May – 7pm start. Tickets will be £35 each and we are hoping to sell 50.	LL to send ticket details to MM and issue

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	<p>The event will include 8 different wines, 4 white and 4 red, snacks, a quiz and a live band.</p> <p>LL is also considering a wine raffle on the night to raise extra funds.</p> <p>JL asked if we could get promotional material out as soon as possible due to the date approaching fast.</p> <p>LL agreed to publish marketing material and details for tickets to go on the website following the call.</p> <p>LL will create a cost forecast for the event and publish to FFH shared area</p>	<p>marketing materials for Dojo & class reps</p> <p>LL to create a cost forecast</p>
Highfest Update – 15th June	<p>OS confirmed various details for Highfest as well as proposing that we meet on Friday 15th March as a sub-committee to discuss finer details:</p> <ul style="list-style-type: none"> • Summer solstice theme • Splatts entertainment will be running workshops and presenting a show early evening involving some children • SH is doing some science themed workshops through the day • Bouncy castles are booked • Food is planned – koala kitchen, pizzas & BBQ like last year for which we will need volunteers. • Festival shop & sweet shop in the Pavilion • Bars are organised • Security is booked • Highfields glamping village is booked • 2 x bands booked. LL has sent MM details of a third band so if we want to book that, then this will need booking asap. • Marquees: LL may have a donation for the Marquees from a local business subject to sponsorship packages. MM to confirm what options are available • Evening campfire sing along – Mrs McGhie is not here this year for the event, so we need another plan. CC suggested we could ask the school music teachers. • CW agreed to ask Mrs Wright (school music teacher) if she might be able to help or has any ideas? • CC has researched balloon domes as the one we had last year is not available. CC to send details over to MM for this 	<p>JL to send diary invites out for 15th march</p> <p>M<M to follow up with LL on 3rd band</p> <p>LL to follow up with MM on sponsorship</p> <p>CW to ask Mrs Wright</p> <p>CC to send detail to MM</p>

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	<ul style="list-style-type: none"> CC also spoke to a Yoga company who would love to be involved – CC to send details to MM 	CC to send details to MM
School Bus Fundraising Plan Reschedule Meeting	Rescheduled to 15 th March	JL to send invitations
Quick Update on regular Fundraisers	Uniform Shop	
	<ul style="list-style-type: none"> CC confirmed uniform shop receipt book is working well. Lots of old blazers that have gone mouldy in the shop, vote was unanimous to bin them and make way for newer stock of better quality CC confirmed that she will take all old, bagged up uniform to a charity for impoverished families next week which will free up space in the uniform shop and under the school stage. CC agreed to do a reconcile each month with LL on purchases made – pictures of the uniform shop receipt book will suffice 	<ul style="list-style-type: none"> CC to bin old blazers and any old stock that is not in useable condition CC to take useable old stock to local charity CC to send monthly report to LL on purchases for reconciliation with bank account
	Bacon Rolls	
	<ul style="list-style-type: none"> SR asked who could take this on with her for the rest of the year, as she will be leaving at the end of the school year OS offered to take the reins on this as an FFH member from a continuity perspective and the committee agreed it was a good idea to take it in turns throughout the school year. JL agreed to help with organisation of this as when this was previously used as a way of managing bacon rolls the organisation of it was the issue. In the main, the parents were happy to help but needed more direction. SR suggested doing more events as they are becoming more popular again. JL raised concerns about the dedication of time to this 	<ul style="list-style-type: none"> OS to work on handover with SR JL to devise rota and maintain comms

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	<p>and he fact that when we were previously holding them every week, there were some weeks that were not profitable at all so the committee agreed to stick to first and last Friday of each half term</p> <ul style="list-style-type: none"> • LL will speak to Mrs Beaumont about payment for bacon as this has not come through yet <p>Easyfundraising</p> <ul style="list-style-type: none"> • Over £900 alone this month in EF donations have been paid into the FFH bank account – we need to shout about this. It is an easy and no hassle way of donations trickling in. • We need to share this on Dojo and through classreps 	<p>LL to follow up</p> <p>JL to publish update to parents and share on classreps and Dojo</p>
Financial Summary	CURRENT ACCOUNT	None
Provide figures for February 2024:	<ol style="list-style-type: none"> 1. Opening Balance: £3,737.92 2. Incomings: £1,330.59 <ul style="list-style-type: none"> Bacon Rolls £158.64 Easy Fundraising £903.70 Gift Aid £110.00 Uniform shop £52.00 Rags2Riches £106.00 Unallocated (TBC) £180.75 3. Outgoings: £53.83 <ul style="list-style-type: none"> Film Night £14.99 Expenses £38.84 4. Ending Balance: £5,014.68 <p>SAVINGS ACCOUNT</p> <ol style="list-style-type: none"> 1. Opening Balance: £15,811.75 2. Incomings: £18.22 <ul style="list-style-type: none"> Interest £18.22 3. Outgoings: £0 4. Ending Balance: £15,829.97 	
AOB	<p>CC raised the colour run and planning for this. Confirmed the date planned into the school calendar is Friday 27th September. SR asked if this were a Friday, as we had discussed a Saturday so old Highfieldians could come along. JL also agreed that if it were on a Saturday then we could make an afternoon of it and raise funds, but the thinking is that a Friday would be better for the school calendar.</p>	<p>Sub Committee to be set up later in year</p>

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	<p>OS will speak to MM to ascertain that it is the Friday.</p> <p>Committee needs to be organised for this, JL suggested issuing a plea on Dojo for parents to help and get involved on the committee</p> <p>CC has spoken to her contacts at the business club, and they would welcome Mrs Lyons speaking to them about the plans for the school minibus fund raiser. This needs to be after we have had the first minibus subcommittee meeting so following that the committee will liaise with Mrs Lyons in preparation for the meeting (providing she can attend)</p>	
Next Meeting date	Next meeting to be planned for Monday 15 th April	JL to send invites and agenda