



FFH MEETING AGENDA

Monday 5th February 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 | Amelia Stannard

Item	Minutes	Action
Welcome	MM welcomed the committee to the meeting. MM welcomed Miss Stannard (AS) who was attending on behalf of SL & GM to represent the school.	None
Apologies	Apologies for Richard South, Michelle Noble, Leanne Lewin & Rebekah Pallet	None
Approval of Minutes from February FFH Meeting	Minutes were unanimously approved	MM to upload to website
Administration Matters:	<ul style="list-style-type: none">Social Media for Events We aren't resourced to have someone monitor and manage Social Media, so we will simply use the website and Dojo for communication.Treasurer Report 22/23 Complete and ready to be submitted.Barclays Bank Account SR is trying to find the underlying cause of the Barclays bank issue and will keep the committee updated on her progress	TBC SR/LL SR
Rags2Riches collection update	Collection was successful however the committee agreed that 1 collection per year would be enough. May collection to be cancelled and rescheduled for January 2025.	JL to contact R2R

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Colour Run Update	<p>Colour Run Update</p> <p>MM confirmed June 21st has been suggested as a date for the Colour run however SR & CC raised concerns over it being close to Highfest and the end of the school year. MM confirmed she would speak to SL to plan a different date. Suggestions were made for September as a nice start to the new school year which was agreed unanimously as a helpful solution.</p> <p>SR mentioned that the 11+ exams are in September, so we need to avoid those dates (14th & 21st September 2024)</p> <p>CC to set up a sub committee for Colour run planning</p>	<p>MM to plan different date with SL</p> <p>CC to set up a subcommittee for colour run planning</p>
Wine Tasting Evening Update	<p>MM updated the committee on behalf of LL. Wine tasting evening will be Saturday 11th May 2024. Tickets will be priced at £35 per ticket and the evening will be held at Ann et Vin's. Tickets will need to be purchased online. LL is working on marketing collateral for the event</p>	<p>LL to finalise marketing collateral</p>
Highfest Update – 15 th June	<p>MM proposed a meeting to be held on Friday 23rd at 2pm to discuss all things Highfest as a sub-committee</p>	<p>JL to send diary invite for calendars</p>
School Bus Fundraising Plan	<p>MM proposed a meeting to be held on Friday 23rd at 1pm to discuss all things School Bus as a sub-committee ideas from committee</p>	<p>JL to send diary invite for calendars</p>
Quick Update on regular Fundraisers	<ul style="list-style-type: none"> Uniform Shop <p>CC is looking for options to get rid of all the old school uniform. CC has said that pricing for new and old uniform will be different so she will propose pricing for agreement by the FFM Trustees.</p> <p>CC now has an invoice book to keep a better track on orders and income for the uniform shop with FFH bank details printed on the invoice for ease of payment.</p> <p>CC raised concerns that FFH may not raise as much this year via the Uniform shop with the crossover. AS confirmed that there will be a long crossover of old to new uniform due to some children still having new uniform in the old brand. There are no planned end dates for the old uniform.</p> <ul style="list-style-type: none"> Bacon Rolls 	<p>CC to propose new pricing</p>

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	<p>SR will report back on Bacon roll takings and costs</p> <ul style="list-style-type: none"> • Easyfundraising <p>MM reported that this was a good regular fundraiser, and we need to promote it more to get as many parents to participate as possible.</p>	<p>SR to report in financials</p> <p>JP to promote on class reps</p>
Financial Summary	<p>Financial Summary</p> <p>Provide figures for December & January 2024:</p> <ol style="list-style-type: none"> 1. Opening Balance: 1st December 2023: 2. Total Income this year (October to January 31st): 3. Total Expenses(October to January 31st): 4. Ending Balance: January 31st, 2024 <p>Any outstanding invoices (payable / payee)?</p>	<p>Awaiting</p>
Next Meeting date	<p>Next Meeting date - Suggested Monday 4th March 2024 – unanimously agreed</p>	<p>JL to send diary invites</p>
AOB	<p>Pancake Day: OS asked if we were planning to do anything this year for pancake day. It was previously agreed that because it falls in half term, that we would not do anything this year. Instead, AM will speak to SL and see if we can support with any activities that they will be doing as a school.</p> <p>Valentines Day: CC asked if we were planning to do anything like we did in 2023 (friendship day). AM agreed to speak with SL as above.</p>	