



FFH MEETING MINUTES

4th February 2025 | 8pm MS Teams

Committee Members

Trustees: Joanne Legdon (JL), Leanne Lewin (LL), Rebekah Pallett (RP), Mici Dubb (MD), Sarah Hanton (SH), Rachel Davison (RD), Laura Fletcher (LF), Olivia South (OS)

Item	Minutes	Action
Welcome	JL welcomed the committee	NA
Apologies	Apologies from LL & RP	NA
Previous Meeting Minutes	Unanimously approved	RD to upload to website
Admin Matters	<ul style="list-style-type: none">• New Members &/or Resignations Leanne is not resigning but wanting to take a step back due to work commitments and just focus on submitting the accounts to the Charities commission and doing book keeping.• Fundraising to date this academic year Quick recap on fundraising and referred to previous month• Barclays Bank reclaim LF confirmed she is still speaking with Fran Robinson and Heather Young to sort this – LF has it in hand• NatWest Banking Mandates/Signatories JL to speak to NatWest as we are unsure of DOBs of previous members so unable to remove them from the account without this information• Treasurers Report LL confirmed (verbally) she would complete this activity upon completion of the Accounts for last year• Prep of Annual Account 23/24 / Audit LL confirmed this is almost ready to be handed to Streets Accountants for Audit and then submission to Charities Commission	<p>LL re Accounts</p> <p>LF to progress</p> <p>JL to progress</p> <p>LL to progress</p> <p>LL to progress</p>
Update from School	Mrs Lyons quite happy with all that the FFH are organising.	JL to speak to Mrs Lyons on future involvement in meetings

Upcoming Events	<ul style="list-style-type: none"> • Non uniform day (6th March 2025) RD will send a poster out on return from Half Term to advertise, school will invoice for £2 per child • Adults Social Evening (date TBA) CANCELLED: The committee agreed that due to LL stepping back from all other duties aside from bookkeeping that we do not have the volunteers to go ahead with this event this year. Instead to make up the shortfall we will aim to run another few hot chocolate Fridays and a couple of extra bacon rolls mornings (TBA) • Half term Sponsored Activity JL conformed that letters are with office for issue and a GoFundMe page has been created to accept donations – JL encouraged committee members to encourage other parents to use GoFundMe as we will receive GiftAid on the donations 	<p>JL to make sure HD is aware of invoice charge RD to remove references from website</p> <p>JL to check with office that all is in order</p>
Highfest Update	<p>OS confirmed that much of the skeleton planning for the event is complete including:</p> <ul style="list-style-type: none"> • Theme agreed to be VE Day style Street Party feel/vibe • Security • Teepee Tents (microsite ready to go) • Large Marque • Food vendors: Koala Kitchen & Witham Fired Kitchen • Drinks Vendors: RAC, Milestone Brewery & Ann et Vin • Entertainment: Love Boat Captains, Jack (Campfire), Jayne Darling (1940's singer), OS will contact Street Hawks for final slot • Activities Booked: Zorbing, Bouncy Castles • SH offered to run Science Workshops as planned last year. SH will confirm timings and age ranges for Wix booking slots to be planned in <p>Still to do</p> <ul style="list-style-type: none"> • Arrange BBQ provision. LF said she may be able to manage this with another family. LF to update at next meeting • Sweets & GlowStall – need an owner for this, agreed on reduced lines/choices from last year • TENS licence – JL will arrange • Memorabilia Tent – JL & OS to speak to Mrs Lyons about ideas for this and involving the children and the school's own celebration plans for 80th Birthday/1940's • Prize Draw Prizes – JL will put a request out on class reps for donations of prizes to parents • Non-Uniform day for Tombola prizes to be planned in • SH suggested a donation bucket at Zorbing for parents to make voluntary donations. • Highfest Booking page on Wix – ticket prices to e agreed • Hair Braiding – MD said children liked having hair braided last year so committee agreed to investigate option for this, Unicorn Hair? • Sport Tournament – Football? OS agreed to speak with some parents to see what the appetite was for 	<p>OS & JL to arrange subcommittee meetings (whole team)</p>

	<p>planning a sports event during the day (Mr Richardson, Brian Noble, Ben Roche?</p> <ul style="list-style-type: none"> • Children's competition – OS & JL to speak to Mrs Lyons • 80th Cake – OS to chat to some parents about potentially donating an 80th birthday cake 	
Quick Update on Regular Fundraisers	<ul style="list-style-type: none"> • Easy Fundraising RD will promote EF donations on class reps and Dojo to encourage parents to sign up & use especially with summer holiday bookings • Bacon Rolls Still a good regular source of income • Uniform Shop SH updated the committee that there is still a regular income from the uniform shop, overall working well. • SOPs for Bacon Rolls & Hot Chocolate JL has created SOPs for both events so that they should be easier to run in the absence of OS or JL. JL will sort FFH cupboard to make boxes for both events easy to see & use 	<p>RD to promote</p> <p>JL to add to shared area for future reference</p>
Matters to be voted on	<ul style="list-style-type: none"> • Payment of Wix Membership fee £410 for 3 years subscription Proposed by Joanne Legdon – Unanimously agreed due to the benefits of having our own website for ticket generation, event promotion etc. 	JL to arrange payment
Financial Summary	LL to provide	
AOB & Close	<ul style="list-style-type: none"> • Reminder that next meeting date is Tuesday 4th March 2025 Minimum number of attendees required for voting as per ParentKind guidance, for FFH is 5 (over half of the committee) • Hot Chocolate Friday this week? LF, JL & OS to volunteer. JL to promote to parents • Bunting with old uniform dresses JL sent a class reps note out to ask for any sewers to help make bunting from old school dresses and we have several volunteers to JL, OS & SH to facilitate this • F6 Leaving gift MD suggested we could create a keepsake for the F6's too so this needs to be investigated further. SH will look at uniform stock and plan some ideas 	<p>RP to send meeting invite, minutes and agenda</p> <p>JL to promote on classreps SH to sort material</p> <p>SH to review stock</p>

