



FFH MEETING MINUTES

Monday 15th January 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

Item	Minutes	Action
Welcome	MM welcomed the committee back to the first meeting of the year	None
Apologies	Apologies for Richard South, Sarah Lyons & Gail Martin	None
Approval of Minutes from November FFH Meeting	Minutes were unanimously approved	MM to upload to website
Administration Matters:	<ul style="list-style-type: none">Clothes Recycling Program JL confirmed collection is planned for Tuesday 30th JanuaryEvent Schedule for Next Term MM is meeting with SL to discuss a plan for events for the next 12 months so these can be added to our website for ease of parent planningSocial Media for Events MM asked if anyone would like to volunteer to do our social media. Consensus was that in the absence of anyone to manage our social media, we could direct parents to the website for all matters and keep this as up to date as possible. MM discussed a newsletter, but this would need someone to manage. <p>SR mentioned that it would be nice to use social media/Facebook to thank our sponsors – agreed by the committee that we need a better way of</p>	<p>None</p> <p>MM to update website when agreed</p> <p>None</p>

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	<p>thanking our supporters and highlighting their contributions</p> <p>LL pointed out the work involved in managing the social media for it to be at the top of newsfeeds etc and LL believes our efforts could be better spent elsewhere with the FFH website being the main area for updates.</p> <p>LL mentioned asking school to push more info on our events out on their social media page? MM to speak to Anna Eason</p> <ul style="list-style-type: none"> HighFest Dates - Suggestions: 15th / 22nd June 2024 <p>Highfest has been provisionally planned for 22nd June but we are seeking confirmation on this, still the possibility of 15th June. MM to confirm before next meeting & update website</p> <ul style="list-style-type: none"> Treasurer Report 22/23 <p>Report has been created and sent to Accountant for audit review. Awaiting return for submission.</p> <ul style="list-style-type: none"> Barclays Bank Account <p>SL & LL to liaise with Efe on what is required. LF knows one of the named people on the account so asked LL & SL to let her know what they need from her and she'll help support the quick wrap-up of this issue.</p>	<p>MM to speak to Anna Eason</p> <p>MM to confirm date</p> <p>SL & LL to liaise with Efe</p> <p>SL & LL to liaise with Efe</p>
New Fundraising Initiatives	<ul style="list-style-type: none"> Colour Fun Run <p>CC talked through some details of a colour fun and what it might entail. Mel asked for further details of the event including costs, how many attendee's we should be planning for, how many volunteers will be needed. CC will provide details.</p> <p>MM asked how much the FFH would need to outlay initially and what the return on this might be – CC to confirm.</p> <ul style="list-style-type: none"> Wine Tasting Evening <p>LL is liaising with Ann at Ann et Vin to plan a date for this event.</p>	<p>CC to send more details to MM</p> <p>LL to confirm date</p>
School Bus Fundraising Plan	MM agreed to float a few ideas for initiatives for bus fundraising for the FFH committee to review and respond to.	MM to send details of ideas

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	<p>JP put the idea of a lego bus forward to signify the amount of money raised so far and the progress we're making in raising those funds. All agreed something like this was a nice idea and a way to engage the children.</p> <p>MM confirmed that some parents of previous Highfieldians have expressed an interest in helping fundraise for a new school minibus so this may be another avenue to explore.</p> <p>JP asked what our target is and MM agreed to confirm based on market research of minibus costs etc.</p> <p>The committee discussed that idea that based on the second hand value of the old bus, it may be better to keep that one as a worst case bus or for when more than one bus is needed for a trip?</p>	<p>Committee to review and respond</p>
<p>Quick Update on Historic Fundraisers</p>	<ul style="list-style-type: none"> • Uniform Shop <p>CC is going to speak to Sophie Dhokia with a view to understanding how, between them, they can better manage stock and sales at the uniform shop.</p> <p>Currently there is no way of tracking what sales have been made, who needs following up for payment or quality checking standard of donations to second hand shop. This makes reconciliation difficult from a banking and compliance perspective.</p> <p>CC understand that this is a challenge so will look for ways to improve.</p> <p>CC agreed to send a list of sales to LL for bank reconciliation and to do this moving forward monthly.</p> <ul style="list-style-type: none"> • Bacon Rolls <p>SR was unsure of amount raised at Bacon rolls so will investigate and report back at next meeting</p> <ul style="list-style-type: none"> • Easyfundraising (£2,971) 	<p>CC to liaise with Sophie Dhokia for better stock & sales management</p> <p>SR to review & report back</p>

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	MM gave a brief update on Easyfundraising (EF). JP agreed to be FFH champion of Easyfundraising which is mainly to send reminders to parents of the benefits of EF.	JP to send first reminder to parents
Financial Summary	<p>SR & LL are working on a reconciliation, still having knowledge transfers holes so will speak to Efe Emeledor and clear up any concerns with a view to providing an accurate update at the next meeting.</p> <p>LL discussed how complicated the current spreadsheet for managing the finance is and is looking at ways to improve this.</p> <p>SR& LL need to agree on a clear split of duties so that activities like expense processing don't get missed.</p>	SR & LL to work with Efe Emeledor
Next Meeting date	<ul style="list-style-type: none"> Suggested Monday 5th February 2024 <p>Unanimously agreed – JL to send out meeting invitations</p>	JL to send meeting date
AOB	<ul style="list-style-type: none"> Pancake day this year <p>Pancake day this year falls on half term so this will not be an event we run this year.</p> <ul style="list-style-type: none"> General feedback <p>MM asked if any members had had feedback on the events held already this school year.</p> <p>Overwhelmingly the feedback has been positive, however we are conscious that the schedule is busy so we may look to reduce the number of events per term. We will plan to hold a film night and a casual clothes day per term.</p> <p>CC mentioned that a few parents had complained about film night taking an hour out of the children's day on Film Night days. This was discussed and the consensus was that overall, most of the children enjoy Film Night and so we wouldn't want to take this out of our schedule – also gives parents until 5pm on a Friday which many parents appreciate.</p> <p>CC also mentioned that a few parents had expressed dissatisfaction with having to pay £10</p>	

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	<p>for the Christmas Event. Personal contributions from the FFH members were made for this event to cover the cost so we discussed ways of better advertising the actual cost of these events and making it clear that the £10 was 'towards' the day and the remainder was funded by personal contributions. We will consider this feedback for Christmas 2024 activity planning.</p>	
