



FFH MEETING MINUTES

Monday 13th May 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: Sarah Hanton | Michelle Noble | Laura Fletcher | Jo Porter | Rebekah Pallett | Helen Willmott | Rachel Davison

Staff Members: Sarah Lyons

Item	Minutes	Action
Welcome	MM welcomed the committee to our meeting	NA
Apologies	Apologies received for Mrs Lyons & LF	NA
Approval of Minutes from April FFH Meeting	Meeting minutes approved unanimously	MM to upload to website
Administration Matters:	Barclays Bank Account No progress made – SR agreed to reach out to LF with what she needs from Fran to meet at the bank and do the sign over	SR to liaise with LF
	New Members &/or Resignations Proposed new ordinary member: Rachel Davison <ul style="list-style-type: none"> • Proposed by Jo Legdon • Seconded by Olivia South • Unanimously approved 	JL to add RD to Parentkind MM to share policies
Update from School	School representation was unable to attend this meeting	NA
Wine Tasting Evening Update	LL provided an update, 42 tickets sold so just need to sell the last 8 and we will have reached our target for ticket sales.	NA
School Bus Fundraising Result	MM provided a significant update on our progress with the Bus Fundraiser. The GoFundMe page has raised more than 20K in two months. Our financial strategy is on track. The anticipated profits from the Wine Tasting event, combined with the Gift Aid donations, are expected to contribute significantly to our goal. We aim to reach £40K by	JP to write personal thank you notes to families who donated via the GoFundMe page.

Item	Minutes	Action
	<p>May 20th. To ensure timely donations to the school in June, all GoFundMe donations will close by 16th May. This will allow the funds to clear into the FFH account, and subsequently be deposited into the school account by June 15.</p> <p>EXTRA AGENDA ITEM</p> <p>Bus Headrests</p> <p>The FFH previously voted to sell family sponsorship for bus headrests to raise money for the new bus. While a nice idea, there was limited interest in this sponsorship option. Instead, MM suggested we gift the family sponsorship to those families who had significantly donated to the bus fundraiser as a “thank you”. After some discussion, the FFH have decided against this idea and plan to thank families personally. However, the idea remains on the table as a future fundraising option.</p>	<p>JL to provide JP with list of names and contact details for thank you notes.</p>
<p>Quick Update on regular Fundraisers</p>	<p>Uniform Shop Income: £40.00</p> <p>Sarah has purchased extra rails so that as many clothes as possible can be hung on the rails to prevent damage to the clothing and to keep clothing as fresh as possible. The new hours are proving a success and whilst there are a few queries that come through school office on a weekly basis this is entirely manageable, and most parents are getting into the routine of Friday morning opening hours. Racking now surplus to requirements in the Uniform Shop will be relocated to the FFH storage area.</p> <p>Bacon Rolls Income: £111.00</p> <p>This event continues to prove a winner with parents and the reduced frequency seems to be working well. The last bacon rolls was a lovely morning with children and parents spending time catching up outside the pod in the sun.</p> <p>Easyfundraising Income: TBC</p> <p>This continues to be a reliable source of income. LL updated the committee that we are expecting a deposit of fundraising from them very soon, they pay out on a quarterly basis.</p> <p>We all agreed to mention and push this as much as we could as it is such an effortless way to earn money</p>	<p>ALL</p>

Item	Minutes	Action
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for the FFH. Summer holidays is a great time to draw attention to EF with companies like TUI, Booking.com all agreeing to donations

Financial Summary	Current Account	NA
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Opening Balance	£6,202.10
Incomings	
Bacon Rolls	£111.33
Uniform Shop	£40.00
Highfest	£364.77
Wine Tasting	£139.94
Outgoings	
Film night	-£20.90
Closing Balance	£6,837.24

Savings Account

Opening Balance	£15,847.58
Incomings	
Interest	£20.78
Outgoings	
	0.00
Closing Balance	£15,868.36
Movement	£20.78

Highfest Update – 15th June	MM & OS gave an update of events planned for Highfest.	MM to publish rota
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Areas we need assistance on include filling the rota with volunteers for the event. This year we have asked parents to identify what areas they can volunteer on, so we are hoping that this prompts parents to offer to help, even if it is just for 1 hour. Highfest is a family event, run by families so we need all the help we can muster to make the event the great success that it is.

MM asked members to think about if anyone has any connections that could do the Highfest camp singalong because Mrs McGhie is unavailable this year. Please let MM know any recommendations.

Item	Minutes	Action
	<p>MM will finish the Rota set up and then hand over to LF to manage going forwards. Rota will be shared with all so we can help fill slots.</p> <p><u>Next Highfest meeting: Friday 24th May</u></p>	<p>JL to send diary invites</p>
<p>AOB</p>	<p>Proposal for End of Year Disco</p> <p>Proposed by Jo Legdon as a good will gesture from FFH to the children, schools out for the summer themed disco on Tuesday 9th July. The disco will be in school hours so no need for parents to make any different plans for the children. Event will be paid for by FFH.</p> <p>Unanimously agreed by Committee to proceed with booking and liaise with school</p> <p>Thank you, gifts.</p> <p>OS organised flowers for Sophie Dhokia, Carly Carpenter and Efe Emeledor for their hard work and dedication to the FFH over the past few years. All three were happy and grateful for the thank you gesture.</p> <p>Colour Run</p> <p>The committee discussed the pros and cons of the Colour Run and concluded that with the level of volunteers needed to run an event like this, it would be too much to expect the parents to support this event so early in the new school year.</p> <p>MM agreed to confirm to Mrs Lyons that FFH would be more than happy to financially support the school if they wanted to run an event like this but as a standalone FFH event, like Highfire, Highfest and the Christmas Event it is not something we can accommodate.</p> <p>Additionally, it was discussed and agreed that any events where children are looking for personal sponsorship fell more naturally within the school's remit, than the FFH.</p>	<p>JL to confirm booking & liaise with Mrs Lyons</p> <p>NA</p> <p>MM to confirm with Mrs L and remove from FFH schedule of Events</p>
<p>Next Meeting date</p>	<p>Monday 10th June 2024</p>	<p>JL to send diary invites out</p>