



FFH MEETING AGENDA

Monday 8th July 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 the final meeting of the year	None
Apologies	Apologies receive for SL, MN, LF, LL & HW	None
Approval of Minutes from May FFH Meeting	Meeting minutes unanimously approved	MM to upload
Administration Matters	New Members &/or Resignations None AGM date & nominations update MM confirmed the date for AGM is set for 18 th September, and she will ask the school to publish a promo for it on Class Dojo this coming week.	MM to send to Office for Dojo
Update from School	Mrs Lyons sent apologies; she is busy with end of term reporting.	None
Pre-planned Events for next term	MM ran through the pre-planned events we have for next term <ul style="list-style-type: none"> Bacon Rolls SR, OS & JL to manage the final bacon rolls on Friday and OS & JL agreed to run the first week back of bacon rolls Film Night – Friday 4th October LF will arrange popcorn for this as usual (LF to confirm as she was absent from meeting) Non Uniform – Friday 18th October (theme TBA) 	LF to confirm Film night

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	JL to speak with Mrs Lyons on theme for this non-uniform to link in with subjects/termly theme. <ul style="list-style-type: none"> • High Fire – Friday 8th November • Christmas Event – Friday 6th December 	
Idea Gen Session	MM asked the committee if there were any ideas, we could take to Mrs Lyons for consideration of fund raising initiatives for next year. <p>OS mentioned the possibility of helping the school raise funds for new laptops or ipad's for the children, the committee agreed this was a promising idea and so JL will raise this with Mrs Lyons</p>	JL to speak to SL
Funds raised this year round up including:	MM did a quick round up of events this term and amounts raised as below: <ul style="list-style-type: none"> • £40,000 transferred to school for bus • Wine Tasting – raised c. £700. • Sports Day – raised c. £300. • HighFest – raised over £1750 <p>MM confirmed that in addition to the FFH £5K working capital required at the start of each school year we have a further £5K not yet allocated. Mrs Lyons has asked that this £5,000 be spent as follows:</p> <ul style="list-style-type: none"> • £3,250 for a 5-year contract with Kitt Medical Allergy to include onsite kits, staff training and maintenance. • £1,750 to rent a digger for works at the Summer Pond project, to get it ready for the new school year. <p>The committee unanimously agreed to both requests for funding. The final £5,000 will be transferred to the school by Friday 12th July.</p>	JL to send final thankyou to parents on events and what we have raised <p>SL to progress</p> <p>LL to arrange transfer by 12/07/2024</p>

Financial Summary Provide figures for June 2024	Current Account	
	Opening Balance	£28,559.28
	Incomings	
	Bacon Rolls	£48.12
	Uniform Shop	£33.00
	Highfest	£7,619.90

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AOB & Close	JP asked whether the colour run was a possibility for next year. The committee discussed the additional requirements that this would place on volunteers when we already have several key events. MM mentioned that FFH have confirmed to the school that we would support them if they decided to pursue the idea, so this is now with the school to decide on.	None																		
Team end of year Dinner?	MM suggested a date of early September for a team meal. MM to circulate proposed dates on WhatsApp to choose best date.	MM will send some dates																		
	MM thanked the team for their great work over the past school year and pointed out the exceptional amount we will donate this year which exceeds £47,000.																			