



## Meeting Minutes

Heidi Griggs (HG); Samantha Cook (SN); Hayley Owen (HO); Steph Croot (SC); Sue Bardetti (SB); Shannon Irwin (SI); Tom Anderson (TA)

### 1. Apologies

Received from Caris Franklin; Sam Windsor; Catherine Humphrey; Hollie Herbert; Danielle Markham; Chelsey Elliott; Shirley Fahey; Heather Leshi; Liz Webb; Richard Wigley; Kayleigh Hood; Neale Herbert; Kerry Wigglesworth; Gabrielle Will; Gee Steele and Bethany.

### 2. Chair's Report

It has been a while since our last meeting which is why we have a full agenda. We have set ourselves a huge challenge this year to raise money for the school and to replace/buy new equipment to help us be able to run events better/more efficiently. Hayley has been looking into grants and gift aid and we are hoping to explore sponsorship that we have receiving from two companies already. We do need more volunteers as we get into our busiest term for events so, please spread the word wherever and whenever you can.

### 3. Treasurer's Report

Spring term we raised a total of £2,712.45 (Lottery £279; Doughies £173; Mother's Day £851.38; Easter Disco £1,105.57; Preloved £24.50) and spent £2,183.55 (Easter treats £83.55; DT Room £1,500; Headphones for year 1-4 £600).  
 Summer term so far, we have raised £151.90 (Lottery £110.40; Preloved £41.50) and spent £4,135.59 (Reading environments and books £1,400; New library books £600; New core reading books £2,000; Kings Coronation Gifts £133.59).

### 4. Minutes of the Previous Meeting

The minutes were agreed as a true record of the previous meeting Wednesday 8<sup>th</sup> March 2023.

### 5. Mother's Day Shop Roundup

The event well. We have a lot of over stock, but this can be used for Elfridges and Mother's Day next academic year. The event raised £851.38.

### 6. Easter Disco Roundup

After the rapid turnaround from a craft event to a disco we are happy to say it went fantastically. In house DJ Emma Markham and games coordinator Hayley supported by Mrs Johnson, Mrs Impey and Mrs Smith were a real winning team.  
 We have a couple of things we feel need to still be improved including wording the letter to make parents more aware that it will be noisy including screaming and that no phones are allowed. We need to make the discos 15 minutes longer either using part of the school afternoon for the younger one or across two nights. Improve the format for arrival/check in and snack time to be the line up and collect to sit down and eat as this worked better than trying to circulate the room with the snacks.

The best-behaved year was EYFS they also made the less mess. Total profit was £1,105.57.

### 7. New Logo Competition

We received 2 entries by the original closing date, so we opened the competition up to years 3-6 and changed the closing date to this Friday. We have to date received 5 entries. A reminder email is due to go out today or tomorrow. If not any or many more entries, we may pick the bits we like

out of all the ones received and give a small prize to each person or we may have to design our own. SN is currently contacting logo designers to see if we can find someone to draw it up for free or cheap. Next meeting SN is going to bring in some designs for us all to select our favourite.

## **8. Preloved Uniform Update**

Last term we raised £24.50 and this term £41.50 so far. Total so far this year is £118.50.

## **9. Noticeboards**

A cost breakdown was attached to the agenda documents for the quotes I received to date. The cheapest is the Noticeboard Company. It was agreed that HG would go back to this company to check final order details and then speak to Beth Keary, Finance Officer to place an order (the school do not have to pay VAT). She will also look at potential sponsors for the purchase.

## **10. Grants**

We have applied for the Tendring District Council Community Grant for the Preloved Boutique, we should here June if we have been successful. It can take up to 6 months to receive the funding. We have also applied for the Tesco grant for £1,500 towards the cost of reading books for the school. We should know in June/July if we have been successful. This would then arrive to us in the new academic year.

Hayley is continuing to investigate various grants to see what we can apply for and when to help us support the school.

## **11. Affiliated Links**

Sam Windsor looked in some affiliated links that we can earn money from all year around without loads of effort or money to run. We have chosen to go with two name labelling companies Stickins – which SN is currently sorting out samples for all new starters to receive in their welcome pack July – and Stampstastic.

Scholastic we would like to go ahead with, HG to check if SW is still able to organise and run this or if we need to find another volunteer for this.

The Giving Fun (Shop&Give) we already have but needs to be pushed a little bit more. We also have easyfundraising. HG organised an email to go out to all parents/carers, staff, and governors to remind them about raising money while they shop online.

The others we decided were not options right now.

We also signed up to Go Henry, an email has gone around about this to all parents/carers; for everyone that signs up using our unique link we receive £15.

HG to a poster for noticeboards and for SN to share on Facebook about all affiliated links. This information also needs to go on the webpage; HG/HO to do this.

## **12. King's Coronation**

This went out Tuesday instead of the Friday before the coronation however these have still been well received by the pupils. Thank you to SN for organising this for us.

## **13. Forthcoming Events**

### **a) Quiz Night**

Posters have been sent out, put on noticeboards, and shared on Facebook page. Currently only 3 teams of 4 have booked a table (yet to receive the money). Prizes were discussed and decided that winners would each receive a bottle of wine and the losing team a lemon each. At the meeting the minimum number of teams needed was agreed so after the meeting a discussion took place, and it was decided that the minimum number of teams would be 6. HO to share the event on the things to do pages for Holland-on-Sea to push our reach further. HG to share to the chair of the Holland Residents Association. HG to ask the office to send reminder text messages.

### **b) Father's Day Shop**

SN informed the committee that she plans to sort the stock out this weekend. She has written the letter and timetable and will send these to Sue next week to go out beginning of June.

### **c) Summer Fair**

As this is a lengthy topic which will be very busy over the next few weeks on the lead up to the event HG suggested that a smaller team be set up and via meeting more regularly and a

WhatsApp group cover the nitty gritty of the event and report back to the main committee as necessary. Shannon, Hayley, Sam, and Heidi agreed to be this team.

Raffle is going full steam and we have some great prizes again this year. The letter and raffle tickets are to go out after the half term allowing 4 weeks before the event to presale tickets.

Inflatables have been booked and HG has managed to get an under 5's section for free. Ice cream van has been booked and we are making general good head way. HG to organise the first meeting.

d) End of Term BBQ

End of Term BBQ is set for 20<sup>th</sup> July 2023 straight from school – set up and ready by 3pm usually finished around 4.30-5pm.

**14. Other Fundraising Ideas for Summer 2023**

As time was getting on HG asked all committee members to look at the document sent around and let her know, by email, your thoughts on what we should or shouldn't do. Also, if anyone would like to run/organise the event that would be lovely.

**15. PTA Policies**

We realised that these policies should have been in existence since we became a charity after we were doing the Tesco grant application. SB to review these policies if ok to be signed and if not changes made then signed. SB to take these away to do. A copy of these will be available in the School Office, on the webpage and by email request.

**16. Date of Next Meeting**

Confirmed as Wednesday 14<sup>th</sup> June 2023 at 3.30pm in the DT Room at Holland Haven School.

**17. Any Other Business**

SN asked if SB could confirm any dress up days for this term; SB said she didn't believe there was any for these topics. Next year Castles and Victorians will be having dress up days.

Cauliflower Cards has been booked for 11<sup>th</sup> October collection which means they will need to be done in the first term of the new school year.

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Action items	Owner(s)	Deadline	Status
9	HG	By end of term	In Progress
11	HG x2	19/05/23	To be done
11	SN/HG/HO	24/05/23	To be done
13a	HO	11/05/23	Complete
13a	HG	12/05/23	To be done
13b	SN	31/05/23	To be done
13c	HG	11/05/23	Complete
14	ALL	ASAP	To be done
15	SB/HG	ASAP	To be done