



FFH MEETING MINUTES

20:00 | 4th November 2024 (TEAMS)

Committee Members

Trustees: Joanne Legdon (JL) (Chair), Leanne Lewin (LL) (Treasurer), Rebekah Pallett (RP) (Secretary)

Parent Members: Sarah Hanton (SH), Mici Dubb (MD), Laura Fletcher (LF)

Staff Members: Sarah Lyons (SL), Gail Martin (GM)

Item	Minutes	Action
Welcome	JL welcomed everyone to committee meeting	NA
Apologises	LL sent apologies Apologies sent from school.	NA
Approval of minutes from previous month	Unanimous Approval	NA
School Objectives 2024/2025	Set as challenge 10k to raise money for new technology and school roof repair.	Ongoing FFH fundraising
Adminstartion Matters		
<ul style="list-style-type: none"> New Members &/or Resignations 	No new members or resignations	NA
<ul style="list-style-type: none"> Barclays Bank reclaim 	LL to provide an update	LL
<ul style="list-style-type: none"> Natwest Banking Mandates/Signatories 	JL to arrange paperwork distribution	JL
<ul style="list-style-type: none"> Treasurers Report 	LL to complete	LL
<ul style="list-style-type: none"> Prep of Annual Account 23/24 and audit 	LL to complete /arrange	LL
Update from school	School were unable to send representation to meeting. Mrs Lyons and Mrs Martin will help on food stalls at Highfire.	NA
Events Updates for This Term <ul style="list-style-type: none"> High Fire 	Planning on track, activity tracker to be reviewed. Mrs L to manage housekeeping aspects within school and update rsok register. South electrical to help set up. Security arranged.	OS/JL

<ul style="list-style-type: none"> Christmas Event / Christmas Fayre <p>- Prize Draw Prizes</p>	<p>Musician arranged</p> <p>Form six will support with games in the hall. LF to organise tombola Name the teddy to be arranged Stamp card for children to conduct activities to be arranged, cost will be added to invoice. Form 2/3/4 classrooms to be used for activities – food/craft/movie</p> <p>To be arranged</p>	<p>FFH Committee</p> <p>LL</p>															
<p>Quick Update on Regular Fundraisers</p> <ul style="list-style-type: none"> Easy Fundraising Bacon Rolls – Volunteers OS/JL/RP (8th Nov/13th Dec) Uniform Shop Non-Uniform day (16th October) Film Night (4th October) 	<p>Going well, Carly carpenter (parent) has discussed with JL option of local version</p> <p>Regular event 1st and last Friday of each half term.</p> <p>Sally six to cook more bacon due to running out</p> <p>Slow sales, but to be expected given uniform changes</p> <p>Will be added to december invoice, total raised will then be calculated.</p> <p>Await total raised</p>	<p>JL</p> <p>OS</p> <p>NA</p> <p>NA</p> <p>LL/School</p> <p>LL</p>															
<p>Matters to be voted on None this month</p>	<p>Proposer: JL proposed the idea of a local business easy fundraising concept driven from Flossie & Boo's offer of 10% of sale proceeds. Vote: Unanimous in support</p>	<p>NA</p>															
<p>Financial Summary Provide figures for Previous month</p>	<p>Financial Summary 30/11/2024</p> <table border="1" data-bbox="638 1825 1189 2022"> <tr> <td colspan="2">Current Account</td> <td></td> </tr> <tr> <td colspan="2"></td> <td></td> </tr> <tr> <td>Opening Balance</td> <td></td> <td>£ 4,799.71</td> </tr> <tr> <td colspan="2">Incomings</td> <td></td> </tr> <tr> <td>Bacon Rolls</td> <td></td> <td>£ 87.04</td> </tr> </table>	Current Account						Opening Balance		£ 4,799.71	Incomings			Bacon Rolls		£ 87.04	
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AOB & Close	<p>Next meeting 2nd December 2024 at 2000</p> <p>Discusson related to a kind offer from Carly Carpenter(parent) who owns Flossie and Boo, to donate ten percent of any spending by Highfields parents at her shop to FFH.</p> <p>Potential for a joules sale raised by SH. SH will explore how these are arranged and feedback to committee.</p> <p>MD raised the idea of a highfields buy and sell whats app group. JL to explore this idea</p>	<p>JL</p> <p>SH</p> <p>JL</p>																																										