



# FFH MEETING MINUTES

20:00 | 2<sup>nd</sup> December 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) Olivia South (OS)

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

Item	Minutes	Action
Welcome	JL welcomed everyone to committee meeting	NA
Apologies	LL, MD, OS, SL sent apologies	NA
Approval of minutes from previous month	Unanimous Approval, finances to be checked prior to publishing	NA
Administration Matters	<ul style="list-style-type: none"> <li>New Members &amp;/or Resignations</li> </ul> No new members or resignations <ul style="list-style-type: none"> <li>Barclays Bank reclaim</li> </ul> Progress being made with issues with account, LF to speak to Fran Robinson to support required changes <ul style="list-style-type: none"> <li>NatWest Banking Mandates/Signatories</li> </ul> All required paperwork completed and up to date, all trustees to have debit card. Two signatories on account unknown, vote required to remove; Sally Chambers and Claire Fraser – vote to remove required. See below for outcome of vote. <ul style="list-style-type: none"> <li>Treasurers Report</li> </ul> LL to provide update <ul style="list-style-type: none"> <li>Prep of Annual Account 23/24 and audit</li> </ul> LL to provide update	NA  LL/LF  JL  LL  LL
Update from school	No school update provided	NA
Events Updates for This Term	<ul style="list-style-type: none"> <li>Christmas Event / Christmas Fayre</li> </ul> Planning going well. Amazing Dens will decorate movie room. Craft activities organised and crafts will be supported by SH and Rhian (Parent) to supervise crafting activities Name the teddy organised Prize draw prizes donated. Sarah Lacey to be asked to sell tickets on the day.	FFH Committee  JL to ask Rhian to help  JL/LF
Next terms events	<ul style="list-style-type: none"> <li>Rags to Riches – 29th January 2025</li> </ul> JL confirmed she will be away for this so another FFH rep is required to be present on the day and liaise with R2R re collection <ul style="list-style-type: none"> <li>Film Night – 31st January 2025</li> </ul>	RD to confirm if can supervise donations  JL

	<p>To be further discussed in January 2025 committee meeting</p> <ul style="list-style-type: none"> <li>Sponsored event -February Half term 2025</li> </ul> <p>To be further discussed in January 2025 committee meeting</p> <ul style="list-style-type: none"> <li>Non-uniform day – March 6th 2025</li> </ul> <p>To be further discussed in January 2025 committee meeting</p> <ul style="list-style-type: none"> <li>Bacon Rolls</li> </ul> <p>To be reviewed at committee meeting January 2025 to ensure volunteer cover</p> <ul style="list-style-type: none"> <li>Adults Social evening</li> </ul> <p>LL to arrange</p>	<p>JL</p> <p>JL</p> <p>JL</p> <p>LL</p>																																												
Quick Update on Regular Fundraisers	<ul style="list-style-type: none"> <li>Easy Fundraising</li> </ul> <p>Going well, providing steady source of income</p> <ul style="list-style-type: none"> <li>Bacon Rolls – Volunteers OS/JL/RP (8th Nov/13th Dec)</li> </ul> <p>Regular event 1st and last Friday of each half term.</p> <ul style="list-style-type: none"> <li>Uniform Shop</li> </ul> <p>Slow sales, but to be expected given uniform changes. SH to speak to SL re: transfer to new uniform and ceasing sale of old uniform</p>	<p>NA</p> <p>RP/JL/OS</p> <p>SH</p>																																												
Matters to be voted on None this month	Voted to remove Sally Chambers and Claire Fraser from NatWest FFH bank account – unanimous vote from those present during meeting	JL to liaise with NatWest to progress removal of Claire Fraser and Sally Chambers																																												
Financial Summary Provide figures for Previous month	<table border="1"> <tr> <td>Financial Statement</td> <td>31/11/24</td> </tr> <tr> <td colspan="2" style="text-align: center;">Current Account</td> </tr> <tr> <td>Opening Balance</td> <td>£4,799.71</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Incomings</td> <td></td> </tr> <tr> <td>Bacon Rolls</td> <td>£87.04</td> </tr> <tr> <td>Uniform Shop</td> <td>£52.00</td> </tr> <tr> <td>Highfire</td> <td>£1,939.85</td> </tr> <tr> <td>Hot Chocolate</td> <td>£80.33</td> </tr> <tr> <td>Christmas Raffle</td> <td>£130.00</td> </tr> <tr> <td>Easyfundraising</td> <td>£472.70</td> </tr> <tr> <td>Film Night</td> <td>£285.00</td> </tr> <tr> <td>Outgoings</td> <td></td> </tr> <tr> <td>Christmas 25</td> <td>£279.02</td> </tr> <tr> <td>Misc Expenses</td> <td>£40.00</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Closing Balance</td> <td>£7,527.61</td> </tr> <tr> <td>Movement</td> <td>£1,840.20</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">Savings Account</td> </tr> <tr> <td>Opening Balance</td> <td>£938.33</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Financial Statement	31/11/24	Current Account		Opening Balance	£4,799.71			Incomings		Bacon Rolls	£87.04	Uniform Shop	£52.00	Highfire	£1,939.85	Hot Chocolate	£80.33	Christmas Raffle	£130.00	Easyfundraising	£472.70	Film Night	£285.00	Outgoings		Christmas 25	£279.02	Misc Expenses	£40.00			Closing Balance	£7,527.61	Movement	£1,840.20			Savings Account		Opening Balance	£938.33			
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AOB & Close	<ul style="list-style-type: none"> <li>• Next meeting 13th January 2025 at 2000</li> <li>• SH to email Joules re: potential for Joules school sale.</li> <li>• JL explored buy/sell group not a viable option currently due to committee size and logisitics required.</li> <li>• Option for a wellie/football boot swap with voluntary donation as part of uniform shop. To be discussed further 13th January 2025.</li> <li>• Sponsored event to be discussed in January committee meeting</li> </ul>	RP to send agenda & meeting invite SH  JL  JL  JL																		