

**MINUTES - Meeting of Friends of Hinguar****19<sup>th</sup> January 2022 at 2000 via Zoom****Registered Charity No. 1169420****Attendance:**

<b>Appointment</b>	<b>Attending</b>	<b>Apologies</b>
Chair	Mrs K Eyre	
Secretary	Mrs L Balmer	
Treasurer	Mrs S Greenway	
	Mrs A Gorman	
	Mrs D Walne	
	Mrs Waite	
Observer	Mrs Burgess	
		Mrs Attard

<b>Item No.</b>	<b>Subject</b>	<b>Owner</b>	<b>Update</b>	<b>Action</b>
1	Apologies	Chair	Mrs Rhodes has stepped down as a committee member, she is still happy to support FOH whenever she can. Mrs Rhodes is thanked for her continued efforts over the last year and a half. Welcome tonight's observer, Mrs S Burgess (SB) who is welcome to contribute to the meeting. Mrs Burgess is considering joining the committee.	
2	Minutes From the Last Meeting	Secretary	The minutes of the last meeting 11 <sup>th</sup> November 2021 are agreed as a true record.	
3	Financial Update	Treasurer	<ol style="list-style-type: none"><li>1) Barclays Account Balance: £6397</li><li>2) Petty Cash: £427.26</li><li>3) Total: £6824.26</li><li>4) Adult Gift: £717.54</li><li>5) Club 100 - Awaiting next draw</li><li>6) Elfridges: £84.64</li><li>7) Secret Santa: £538.99</li><li>8) Grand Raffle: £699.38</li><li>9) Non-Uniform/Panto Day: £151.50</li><li>10) Other Items- a £250 donation made from a company, which is associated with a school parent. FOH, LB to contact to acknowledge it has been received and convey thanks.</li><li>11) Payments to action:<ul style="list-style-type: none"><li>-Now Press Play</li><li>-Sensory Room</li><li>-LB Receipts</li></ul></li></ol>	LB  SG
4	Event Feedback	Chair	<ol style="list-style-type: none"><li>1) Elfridges – well received. Children loved it and choosing a gift. Santa was brilliant and engaging (and looked the part), Santa received a gift on the day from FOH. There were plenty of gifts and a good selection, with plenty of extras, however some gifts more popular than others. If this format is ever used again consider sending Years 5/6 earlier as they are always left till last. Looking toward next year, the Elfridges</li></ol>	

			<p>format works well, less preparation i.e. no wrapping. Elfridges and Santa visit to be back at the Christmas Fair rather than disrupting the school day. The school are thanked for accommodating this event at such short notice. This event also generated a small profit of £84.64, we aimed to 'break even' so to achieve a small profit is excellent!</p> <p>2) Panto – well received. AW suggested for future, preference would be the morning and without interval. Look to book early for next year as may get an early bird discount, plus secure a preferred date/time. 2022 is a late break up for Christmas Holidays, term ends Wednesday 21<sup>st</sup> December. KE to look at Panto 2022 options.</p> <p>3) Secret Santa – £538.99. Some items ran out early, Years 6's were last to shop so had a more limited choice, however there were no complaints and we were able to clear lots of leftover/old stock, meaning expenditure on this event was lower than previous years and maximising profit.</p> <p>4) Grand Raffle – £699.38. 2 prizes left to be collected, AW will confirm if any prizes left and liaise with KE.</p>	<p>KE</p> <p>AW</p>
5	Upcoming Events/Projects - TBD	All	<p>1) Sensory Room: We requested some information from Mrs White, such as Top 10 items. KE updated: Mrs White has requested the following items:</p> <p>Sensory Seeking Pack £199.95 Liquid Floor Tiles £36.95 Big Soft Ball £44.95 Spiral Tube Set £17.95 Total £299.80 It was agreed to fund these items.</p> <p>-SG mentioned there may be other avenues of funding the Sensory Room and has offered to look into a Wilko's Grant. -LB will liaise with Mrs White et al to arrange payment.</p> <p>2) Uniform Sale: to be held at the front of school (due to shelter and weather) on Friday 4<sup>th</sup> Feb. KE, AG, SB, DW and LB all available. Timings: 2pm set up for a 2:15pm open. AW to arrange 2 tables. SG float. Uniform will need a pre-sort ahead of the sale as we have had lots of donations.</p> <p>3) Winter/Spring Fair/Disco – This was a general discussion as to what we could achieve in the available time with half term now approaching. General consensus of the committee - a Winter Fair as previously conceived would be tricky as many unknown variables to consider, whereas Christmas is a tried and tested format. Other options were discussed instead: Spring Fair (although would be too close to Summer Fair), Easter Event, Disco. Mickey B has been the DJ for previous school discos, SG to contact him and see if he has any availability, his availability will dictate the date/theme of the event. A number of formats were discussed for a disco, including splitting KS1 and KS2.</p>	<p>SG</p> <p>LB</p> <p>AW, SG, LB</p> <p>SG</p>

			<p>However, until a DJ is confirmed available, planning TBD.</p> <p>4) Mother's Day – 27th March. Agreed to revert back to previous pre-covid format as online payments are very difficult to manage. Sale is scheduled for 23<sup>rd</sup> and 24<sup>th</sup> March, Wed and Thurs. Children will bring cash to the stall at lunchtimes on those days and make their purchases. Pretty paper bags to be purchased to help with wrapping. Keep eyes out for good deals, we have seen from previous events we can source gifts at around 50p increasing our profit margin. SB has a 10% discount for ASDA which will be useful when purchasing edibles for the sale. All to keep a look out for great deals! – Report Back to 'WhatsApp' Group.</p> <p>5) Easter Event – Previously Mrs Wilson has requested money from FOH for an Easter Egg Hunt at school. AW to follow up with Mrs Wilson and report back.</p> <p>6) Platinum Jubilee – DW had shared a similar concept to the Christmas Cards, but for The Queens Platinum Jubilee. Children can design artwork for a tea towel which parents can then purchase with a commission going to FOH. DW to look into the dates for artwork submissions.</p> <p>7) Platinum Jubilee - Commemorative Coins, these were considered expensive but a nice commemorative gift for the children Ideas consider to fund and offset some of the purchase cost. Tea Party, Non-Uniform Day. KE to get costing for coins and ordering deadline. Red White and Blue Non-Uniform Day seemed popular with possible dates: 25/26<sup>th</sup> May 2022.</p> <p>8) Year 6 Leavers – Year 6 Parents have liaised as a group and with AW and made some initial plans. AW shared some plans the school have for Year 6 Leavers. FOH are willing to support events similarly to those last year. Further discussions will be left until after the SATS.</p> <p>9) £20.22 for 2022. Raise £20.22 with sponsorship for FOH. Launch by the 2.2.22 with money in by 22.2.22. AW confirmed printing will be supported by school. KE will have a look for sponsorship forms/format on Parentkind.</p>	<p>All</p> <p>AW</p> <p>DW</p> <p>KE</p> <p>KE</p>
6	AOB	All	<p>1) AG – Barclay's funding, AG now needs an email or letter to confirm her contribution. 50 hours. LB write letter.</p> <p>2) KE – Mrs Hamblin has sent details for payment of Now Press Play. AW feedback, the children love it, it's working well and getting lots of use. KE to send SG invoice (Mrs Hamblin's email) and SG will pay money into school account.</p> <p>3) KE – Has created an Amazon Smile Account – To feature in school Newsletter. 0.5% will be given to FOH.</p> <p>4) Summer Fair – pencil in a date: 9<sup>th</sup> July. DW to check with 'Village Green' event at Chalkwell for clash. AW to check with other schools in SECAT for clashes. Check other local non-SECAT schools for clashes.</p> <p>5) Non-Uniform Day. Suggested: March, Ambition Day. Date TBC</p>	<p>LB</p> <p>KE, SG</p> <p>KE</p> <p>DW,KE AW,</p> <p>KE</p>

			6) KE and SG stepping down at end of academic year. More committee members needed to be recruited now for upcoming vacant roles. Coffee morning, LB to liaise with AW to organise a coffee morning at school to drum up some support/interest.	LB
7	Date of Next Meeting	All	Wednesday 23 Feb 2022	

**Mrs L Balmer**  
**Secretary FOH**