

Minutes
Meeting of the Friends of Hinguar
Monday 17th October 2022 at 7:00pm
Location: Hinguar School
Registered Charity No. 1169420



Attendance:

Appointment	Attending	Apologies
Chair	Mrs K Eyre	
Treasurer	Mrs S Greenway	
Secretary	Mrs L Balmer	
Head Teacher	Mrs A Waite	
Deputy Head Teacher	Mrs C Attard	
	Ms L Eakins	
	Mrs A Gorman	
	Miss S Burgess	
	Mrs N Hart	
	Dr L Smith	
	Mr A Balmer	

Item No.	Subject	Owner	Update	Action
1	Apologies	Secretary	Nil	
2	Minutes of the last meeting	Secretary	Minutes 14062022, These are agreed as a true record.	All
3	Financial Update	Treasurer	1) Bank Account Balance: £8066.65 2) Petty Cash: £412.72 3) Total: £8479.37 4) Spend to date: <ul style="list-style-type: none"> Summer Fair Catering, final invoice to be settled. Mrs Waite to confirm amount. 5) Money In: <ul style="list-style-type: none"> Uniform Sale £160.50. A number of stall holder payments for the Christmas Gift Fair have been recieved. 	SG/AW
4	Event Feedback	Chair	1) Summer Fair: Raised over £4000. Lessons Identified: <ul style="list-style-type: none"> Productive day for Nursery 'Sign Ups' 	

			<ul style="list-style-type: none"> • Slushy. Vendor had an accident and was late to the event, he was not charged, as he made very little profit on the day. This was disappointing as Slushy's would have been popular. • Performance Area. The playground was not ideal for all types of performance. Area to be better cordoned: consider using mats or set up on the grass with a flagged (bunting area). • Compare/DJ. A poor service was provided to us by a professional company, partial refund was agreed by company, this is yet to be received, this will be pursued (LB). Consider use of Shoebury Dynamics (SECAT) and their equipment for next year. Mrs Waite to explore. • Live Animals. This generated some negative feedback and so it was agreed by all that 'Owls Are Us' would not be used again. • Food & Drink Voucher. For all Parent/Teachers/Volunteers. • Kitchen. Chips could also be a good addition to the Kitchen/Food provision, Clare the Kitchen Manager was thanked for her hard work! • First Aid. Meeting point for first aid, preferably own tent and located centrally, suggest next to Compare/DJ. • Lost Child Wrist Bands. <p>2) Year 6 Leavers Gift: Limited feedback from the leaving Year 6 students, although they seemed happy at receiving their gifts and no feedback to the contrary.</p> <p>3) Year 6 Disco: This was a success and was immensely enjoyed. FOH arranged the DJ, paid for 'fancy lighting', some decorations and the buffet. Cup Cakes were also donated.</p> <p>4) Uniform Sale: £160.50 raised. TBD in 2022/2023 Events</p> <p>5) ASDA Green Tokens: We came first! £500 donation to come from the Asda Foundation on or around the 28th October to fund the 'Garden Project'. This may require photo/presentation, Mrs Waite made aware.</p>	LB AW
5	2022/2023 Fundraising/ Events	Chair	Annex A to Agenda was discussed:	

			<p>1) Uniform Sale – Propose 1 each term (minimum) Discussion – this generated a significantly higher income than previous sales. Considered this may be linked to current financial climate. <u>Parents Evening 7/9 Nov</u> – consider running a stall on these evenings. LB to gauge volunteer availability.</p> <p><u>Sports Kit</u> – School has purchased new Team Sports Kits (these are now black), the old sports kit is similar to current PE Kit, Mrs Waite confirmed this kit will be made available for uniform sales and can be worn in PE lessons.</p> <p><u>Nursery</u> – Nursery new intake to be made aware that there is plenty of preloved Nursery Uniform available to purchase. Mrs Attard.</p>	<p>LB</p> <p>AW</p> <p>CA</p>
			<p>2) Club 100 (lottery) – The format was briefly explained to the meeting by KE and SG. Mrs C Hay has agreed to run this but at more regularly intervals during 2022/2023. There should be a draw at least each half term. Meeting attendees stated they were unaware how this lottery ‘worked’ and that they would like some information about it. It was agreed details to promote Club 100 should go out in Fridays Newsletter. KE/LB to liaise with Mrs Hay. SG stated it was a simple way to generate an income of approx. £300 per year.</p>	<p>KE/LB</p>
			<p>3) Parent/Guardian Coffee Morning – FOH hosted a coffee morning earlier in the year, to which a number of parents came for a relaxed informal chat (with cake). It was agreed, we need to engage with parents more, maybe start with a coffee morning and look to build a programme of Parent/Guardian events, such as a Quiz Night or Race Night. LB to consult with Mrs Waite on suitable date.</p>	<p>LB/AW</p>
			<p>4) Halloween Craft Competition – It was agreed to repeat the format of last year, however no entrance donation/fee required. This will be an ‘enrichment’ activity for the children to do over half term. Winners will receive a Certificate/small prize at a Celebration Assembly after half term. To feature in Fridays Newsletter.</p>	<p>LB</p>
			<p>5) Cauliflower Cards – Christmas Cards – This generated just over £300 last year. Mrs</p>	

			<p>Waite/Mrs Attard confirmed that the best format, was like last year, for cards to be designed in class, this also would ensure all children would get to do the activity. Feedback was positive regarding the quality and pricing of the products. Mrs Waite said in order for this to be achieved in school and meet printing deadlines, the project would need to be completed on return to school after half term, WC 1st November. KE to look at dates and consult with Mrs Hay who organised this previously</p>	KE
			<p>6) Non Uniform Day – to link with Children’s Christmas Fair, Friday 2nd December. Additionally, coincide with Class Christmas Colour Hampers donations WC 28th November.</p>	
			<p>7) Adult Christmas Gift Fair – Wednesday 23rd November. Mrs Waite requested timings 7-9pm. This was agreed by all. Entry fee suggested, this was revised for donation bucket at entrance. LS agreed to do the collection bucket on the door. To include FOH stall, Boozy Tombola, (possible 2nd tombola), Bar, Grand Raffle Ticket Sales and on the night raffle. Licences required for lottery and alcohol/events. SG to liaise with KE/LB. Singer confirmed. KE confirmed possible stall holders had been contacted, 8 have paid, deadline 24th October.</p>	SG/LB/ KE
			<p>8) Christmas Tree – Donated from Kinds Kingdom Tree Lot last year. Decoration ideas discussed, Mrs Attard, suggested a paper angel for each child to hang on the tree, she offered to organise this. Tree will need to be in school ahead of the Children’s Christmas Fair. Tree to be located as previous year, Mrs Waite will make sure this space is accessible. LB to contact tree supplier.</p>	CA AW LB
			<p>9) Children’s Christmas Fair – Friday 2nd December 3:30-6:00pm (non-uniform day and final hamper day). Lots of craft and tombola game stalls. We have plenty of loot toys, may need some craft items (TBD). Santa’s Grotto, delegate this to a small sub team. Gifts from Santa as per Elfridges (un-wrapped gifts). Volunteer and</p>	

			<p>Staff Sign Up sheet, similar to Summer Fair, LB. KE to ask if Santa available.</p>	LB KE
			<p>10) Grand Christmas Raffle – Draw Date Monday 12th December when FOH at school for Secret Santa Stall. This will then allow winners a week to collect prizes before school breaks for Christmas. Investigate Raffle Tickets. SB offered to contact previous prize suppliers, SB coordinator for Grand Raffle Prizes. LB will keep prize list up to date, please report any prizes to SB and LB. Exploring minimal paper option for letter/envelope/tickets to be sent home. Cash returned in supplied envelopes.</p>	SB/LB
			<p>11) Secret Santa Stall – 3 day sale, Monday 12th, Tuesday 13th and Thursday 15th. Same format as previous years. CASH only Sale.</p>	
			<p>12) Christmas Lunch/Christmas Jumper Day 14th December – FOH to supply crackers, approx. 270. SB will see if Asda Foundation are able to help. Otherwise will purchase from ASDA/Lidl.</p>	SB
			<p>13) Pantomime Day – 19th December 9:30am start. Nursery and Reception alternative Party, Magician and party food, 'Magic man' arriving at 10:00am for 30 minute show. Asda Foundation have offered to provide party snacks, SB to confirm with Asda Foundation, catering for 64 children. Panto deposit of £180 paid, Magician £50 on the day.</p>	SB
			<p>14) Raise £20.23 for 2023 – This generated approx. £900 last year. Repeat for 2023, (paperless). Launch date 23rd February 2023.</p>	
			<p>15) Ambition Day – World Book Day falls within Aspirations Week, so it was agreed not to run Ambition Day this year.</p>	
			<p>16) Mothers Day Stall – 3 day event, 13,14,15 March 2023 Mon-Wed. Cash Only.</p>	
			<p>17) Easter Craft Competition – It was agreed to repeat the format of last year, however no entrance donation/fee required. This will be an 'enrichment' activity for the children to do over Easter Holiday. Winners will receive a</p>	

			<p>Certificate at a Celebration Assembly after Easter Holiday.</p> <p>18) Fathers Day Stall – 3 day event, 12,13,14 June 2023 Mon-Wed. Cash Only.</p> <p>19) Summer Fair – 2 proposed dates Saturday 1st or 8th July 2023. All to go away and check for significant clashes.</p> <p>20) Year 6 Leavers Gift – TBD</p> <p>21) Year 6 Leavers Disco – Discussion regarding DJ (DJ we have used will have a Year 6 child) check with parent and child, possible alternative DJ suggested by Mrs Attard – Pauls Discount Clothing.</p>	All
6	School 'Wish List'	Head Teacher	<p>1) Garden Project – Already £500 secured funding from the Asda Foundation. KE informed that we can enter the Green Token Scheme once each year. School are to present a list of required items, FOH will cost these. FOH can use a wider range of suppliers than the school, therefore we may be able to get better deals on products. Mrs Waite to provide list.</p> <p>2) Science Resources – Science is a big focus for SECAT 2022/2023. The school would like to renew some of its science resources, school are to present a list of items and where possible costings to FOH for consideration at the AGM. Mrs Attard.</p> <p>3) Sensory Items for Each Class – Mrs White to provide a list of example items for consideration at AGM.</p> <p>4) Class Donation - Suggested by FOH, offering each class a small budget for the teachers to spend on the enrichment of the children.</p> <p>5) Chronology Time Line – a project in its early stages, requires further discussing, initial costing is beyond the scope of FOH.</p>	<p>AW</p> <p>CA</p> <p>KA/KW</p>
7	Constitution	Secretary	Current Constitution is dated 2016 and is a generic document as recommend by Parentkind for establishing Charity Status. We have been unable to	

			<p>locate the original signed copy of this document. As new Trustees of FOH will be elected at AGM, it is suggested that FOH adopts the Parentkind 2021 Constitution, which will be signed and sent to the Charities Commission following the AGM.</p> <p>It is suggested that FOH adopts specific policies regarding Finances, Communications and Privacy etc (this is also recommended by Parentkind). These documents will sit under the Constitution and give clear guidance to Trustees and the Membership. These documents are being drafted.</p>	
8	Committee Structure	Secretary	<p>The committee/parent representative base is gradually building. It is suggested this year we increase to 4 Trustees, including the named roles of 2xCo-Chair or Chair and Deputy. 3 parents so far have come forward and would like to be nominated at the AGM for Trustee roles. It is suggested Mrs Waite (or her representative as directed) become an Ex-Officio Committee Member (this is not a Trustee post). This will make the committee size 5 members, quorum require 10 (inc the 5 committee members). The Committee will also have the ability to nominate 2 Co-opted members in any annual period, these are not Trustee posts.</p>	
9	AOB	All	<p>Hinguar Website (FOH): Mrs Attard, Mrs Anderson and Mrs Cooke are all able to upload content to the FOH pages on the Hinguar Website. Updated content is requested as and when it becomes available. POP Ups can also be enabled on the Website for FOH messages. LB to provide updated content.</p> <p>Social Media:</p> <ul style="list-style-type: none"> • TWITTER, this is very easy to access and toggle through on a handheld device. The school have been utilising Twitter for a while, it was suggested, could FOH do the same? TBD. • What's App, each year group has a What's App, FOH by default have parent representation on each group. Discussion had about how this platform could be used; however these are private groups. FOH will continue to pass on useful information on these groups however we must be mindful not to bombard parents, and ensure messaging is checked and the same across all groups. • Mrs Attard informed the TV at the Main Entrance to school can be used to add 	

			<p>announcements, it has scrolling displays which means more than one thing can be advertised.</p> <p>Sports Day Refreshments: The Picnic idea was well received and this made for a lovely day when it didn't rain. Spectator packed lunches were available to purchase from school via pre-order and spectators could bring their own items. It was noted a refreshment stand might have generate a good income as many spectators were 'popping' to the local supermarket to get drinks etc. It was added, that FOH are also parents and want to enjoy Sports Day with their families too. TBD further ahead of Sports Day 2023.</p> <p>FOH Storage: Pre-loved Uniform Sales are a great success, but the storage of uniform does take a significant amount of space, there are some filing cabinets in the FOH cupboard which could be utilised for this purpose, Mrs Waite will access these cupboards and see if they can be utilised for FOH.</p>	
10	Date of next meeting	All	<p>AGM 2 Nov 2022 7pm</p> <p>An 'ad hoc' planning meeting maybe required before the Adult Gift Fair to discuss specific Christmas Events.</p>	

Mrs L Balmer
Secretary FOH