

Minutes

Meeting of the Friends of Hinguar
Thursday 12th January 2023 at 13:30

Registered Charity Number 1169420
Location: Hinguar Primary School and Nursery



Attendance:

Appointment	Attending	Apologies
Chair	Mrs A Gorman	
Deputy Chair	Mrs N Boxcer	Joining via video call
Treasurer	Mr A Balmer	
Secretary	Mrs L Balmer	
Head Teacher	Mrs A Waite	
		Miss S Burgess
	Mrs K Eyre	
	Dr L Smith	

Item No.	Subject	Owner	Update	Action
1	Apologies	Secretary	Miss S Burgess sent her apologies.	
2	Minutes of the last meeting	Secretary	Minutes (Summary of Actions - Christmas Planning Meeting 02112022), These are agreed as a true record.	All
3	Actions	Secretary	Update on all/any outstanding/ongoing actions - Nil	
4	Financial Update	Treasurer	<p>1) Bank Account Balance: £7025.37 2) Petty Cash: £1393.59 3) Total: £8418.96</p> <p>Event Income:</p> <ul style="list-style-type: none">• Cauliflower Cards £294, confirmed by Mrs Hay, yet to be received from Cauliflower Cards.• Christmas Gift Fair £654.28 Reported, refund received. Actual: £674.28• Children's Christmas Fair £1103.74• Grand Christmas Raffle £626.76• Secret Santa 264.31 reported but double accounting error rectified. Actual: £301.64 <p>Total reported: £3066.52. Actual: £3123.86</p> <ul style="list-style-type: none">• SumUP £113.50 in payments, fee was £1.88, seeing £111.62 paid to FOH. Dated 1 Jan 2023. It was agreed the card readers were a worthwhile addition.• Easy Fundraising £36.30 This has not yet been promoted and currently only 8 parents signed up,	

			<p><i>however has generated a significant return in just over 1 month. Mrs Waite agreed for us to promote this through the school Newsletter. The Chair added it is 'approved' by ParentKind. Easy Fundraising does not cost anything and is very simple to use. Secretary.</i></p> <ul style="list-style-type: none"> <i>AmazonSmile, Mrs Eyre added that this also needed promotion and it was agreed we should share the simple tutorial created by Mrs Hay. Secretary.</i> <p>The Treasurer stated, £391.03 of outstanding payments for Christmas expenditure to be paid.</p> <p>Comparison of spend/income to Financial Plan AGM Nov 2022. All items were on or under budget, except the Children's Christmas Fair. This was almost double that projected but did include 'Elfridges'. However, the event generated significantly more profit than in previous years. The Treasurer stated this figure will be amended to the higher amount for future financial planning. Please Note: The Treasurer has confirmed the expenditure on the Children's Christmas Fair, the figure stated at the meeting included £841 in cash floats. Actual spend was £517.81 and so under budget. However, budget for the event remains at the amended £1300-1400 and includes floats. A large number of floats are required for this event and so the cash reserve must be available.</p> <p>It was agreed by the meeting this was a hugely successful Christmas period, Mrs Waite shared her thanks.</p> <p>The Treasurer stated there was now more funds available to the School/Committee for spending in this Academic Year.</p>	<p>LB</p> <p>LB</p> <p>AB</p> <p>AB</p>
5	Event Feedback		<p>Event feedback to include lessons identified and suggested dates for Christmas 2023 events.</p> <ol style="list-style-type: none"> Cauliflower Cards – Mrs Waite confirmed the academic diary is very busy when the children return to school in September. The week commencing 30 Oct following Half Term would be suitable. This would be advertised to teachers and parents with lots of notice, return date for art work would be the Friday (with a collection the following week). Secretary to contact Cauliflower Cards. Adult Gift Fair – Provisional Date – Wed 15th November 7-9pm. Timings - Some discussion, it was felt 1.5hrs is a better duration, however for enticing vendors, 2 hours adds value and justifies stall cost. Raffles - some confusion, discussed to split the location of the Grand Raffle sales and 'on the night' raffle sales. Also ask stall holders not to run their own raffles. Combine 'Lucky Bucket' and on the door 	<p>LB</p>

			<p>donation. Vendors - some were 'grumpy', some packed up early, some vendors did really well. Agreed we should contact all the stall holders that were popular first this year and then open up to other sellers. Agreed to contact stall holders early, Chair to contact. Layout/flow - lots of ideas, including 'pop up prosecco bar', location of food and mixing up the types of stalls around the event. Agreed that the George Suite is useful space and adds to the number of vendors we can accommodate. Name - try not to use 'Adult' as a reference for this event, it is at a school and timings suit adult audience, however this is parent choice, and makes the event inclusive if parents would like to attend with their child. Boozy Tombola - very popular, maybe locate this to the main hall. Singer - has confirmed she will attend again free of charge. <i>Lots of points for further discussion closer to the event.</i></p>	AG
			<p>3) Christmas Tree – There are left over promotional vouchers from Kingdom of Tress, Secretary to contact them and check they are happy for us to distribute these at Christmas Gift Fair. The Chair got her Christmas Tree from there and personally thanked Mark for their wonderful donation.</p>	LB
			<p>4) Children's Christmas Fair – Proposed Dates - Fri 1st or 8th December. Space - it was agreed the event was extremely well attended and that more space is needed. Mrs Waite stated there would be difficulty in using the George Suite, it was agreed by FOH that the George Suite would be the perfect location for Crafts and a few additional games. It was requested (like in previous years) that After School Club be accommodated in Nursery/Reception, this would also aid safeguarding. The Chair mentioned 'Buggies' and these being inside the building and making movement difficult, suggested a 'buggy park' for this year's event. Kitchen - Mrs Waite suggested chips would be good to serve and that SumUp needed to be available for food consistently. The Treasurer will make a stand-alone mobile phone available for future events. Mrs Eyre suggested more candy floss and doing this a few days in advanced. Mrs Waite suggested a person in charge of kitchen duties. Ms Constantinou, a parent who helped at this event, has offered her services for future events, she enjoys helping and runs a café, she was an excellent addition at this event and she was thanked for all her hard work. Secretary to liaise with her re: Summer and Children's Fairs. Face Painter – we only achieved a small profit, we shall investigate an alternative face painter for future events and/or two face painters, raffle tickets to be</p>	AB
				LB

			<p>used for line order. Deputy Chair offered to investigate.</p> <p>5) Colour Hampers & Non-Uniform Day – This worked extremely well, the hampers were amazing and the Hamper Raffle at the Children’s Fair was brilliant and kept lots of people there till the end. Same date schedule to be used for this year once term dates confirmed.</p> <p>6) Grand Christmas Raffle – Amazing success, Miss Burgess was thanked by the Chair and the meeting for all her hard work, additionally, all were thanked for their work in ensuring its success. Same date schedule as last year is suggested.</p> <p>7) Elfridge’s – 110 children visited Santa and Elfridge’s and the timings sheet worked very well. The queue at the entrance also helped stagger entry rush to the Children’s Christmas Fair. The meeting discussed format of Santa and Elfridge’s for this year. It was agreed we should aim for this to be inclusive - all children should get to visit with Santa. It was suggested we bring Santa back during the school day as we had done in 2021. Every child would get to visit with Santa and receive a gift from Elfridge’s. In 2021, we asked for a £1.50 donation to visit Santa, this was not compulsory. This event would not yield any significant profit, but would be cost neutral. It was suggested that Santa should still be at the Children’s Fair for families and siblings to visit together. This might result in some lost income, but if Santa was then available later in the event, he might then ‘mingle’. <i>Lots of great suggestions for further discussion.</i> Mrs Eyre asked to contact Santa and see how amenable he is to two afternoons during the school day and the Children’s Christmas Fair.</p> <p>8) Christmas Dinner Day – Date to be confirmed. Hunt Roche were thanked for the kind donation of Christmas Crackers. Note, these had increased in price by £1 a box.</p> <p>9) Panto and Magic Show & Party – Panto, Mrs Waite provided feedback, Dick Whittington was good but not as good as Aladdin the previous year. She also felt the players were not as loud and the ‘witch’ as an unknown character was scary. Hurricane Productions are presenting Peter Pan this year, it was agreed this might be a better know show, but is also on at the Cliffs. It was agreed to investigate other Panto companies, their shows and options. Mrs Eyre offered to investigate.</p>	<p>NB</p> <p>KE</p> <p>KE</p>
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6	2022/2023 Fundraising /Events	Chair	<p>1) Summer Fair – Confirm Date 1st or 8th July. Mrs Waite is meeting with SECAT, and will confirm if any clashes exist. As soon as date confirmed Mrs Waite will contact the Performing Arts Team at Shoebury High School.</p> <p>2) Pre-Loved Uniform Sales – Thursday 26th January and Thursday 23rd February confirmed. Secretary also mentioned we have a ‘donation’ of new uniforms available. Dr Smith asked can we make sure those who need or are struggling to purchase uniforms, know that we are available to help. It is hoped this can be achieved with the ‘roll-out’ of the Uniform Pre-order form. Secretary to follow up.</p> <p>3) Coffee Mornings – Dr Smith presented her idea to the meeting, a presentation about common childhood illnesses, unanimously received as an excellent idea. It is hoped this may boost meeting attendance. Agreed date, Thursday 9th March, to take place after morning drop off. (23rd March also available). Secretary, publicity.</p> <p>4) Year 6 Leavers Gift – Mrs Balmer presented request from Year 6 parent Mrs Hay on behalf of parents. Could FOH fund a year book, which can be ordered through Cauliflower Cards. Parents would arrange the content and follow the guidance of Cauliflower Cards. Meeting agreed this was a good idea. Parents must make sure appropriate GDPR observed and consent achieved from all participant parent/guardian. Cost is £7.95 per year book, with a £1 discount per book as we had ordered Christmas Cards. Cost is in line with previous spend. Secretary to confirm details with Mrs Hay.</p> <p>5) Raise £20.23 for 2023 – fundraising to take place over Feb half term with all monies to be returned 23rd Feb 2023. Promotion to commence start for Feb. Mrs Waite agreed this timescale. Meeting agreed this was a worthwhile event and we would provide certificates and rosettes at a special celebration assembly.</p> <p>6) Mother’s Day Stall – Monday 13th, Tuesday 14th and Wednesday 15th March lunch times. A significant amount of Mother’s Day gifts has already been purchased in after Christmas Sales.</p> <p>7) Cupboard – Clear Out/Stock Check/Storage – Mrs Waite confirmed that items in the cupboards can’t be moved yet. The Really Useful storage system has been an excellent addition. It is proposed we purchase another trolley and 5x64L Really Useful boxes for Preloved Uniform, cost is approximately £120. Meeting agreed this purchase, Treasurer stated to wait for a good sale price on these. Cupboard Clear out and stock check still required.</p>	<p>AW</p> <p>LB</p> <p>LB</p> <p>LB</p> <p>LB</p> <p>LB</p> <p>AB</p>
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7	AOB	All	<p>Other events – FOH feels we have the capacity and appetite to try and add in another event before the summer fair, whether this be an Easter event, a Disco, a Quiz Night or something else.</p> <ol style="list-style-type: none"> 1) Children's disco – Mrs Waite advised this is separated into EYFS/KS1 pupils having an early one together (possibly straight after school) and KS2 having one afterwards with a 15 - 20 min gap between each disco to allow for clearing up. This will ensure that the younger children can enjoy their own disco without the bigger children dominating. She suggested making the EYFS/KS1 a family disco with parents attending, which would take the pressure off FOH when the younger ones become tearful/tired. End of Term/July discussed for this event, probably a Friday, could be dependent on date of the Summer Fair. Date to be discussed further. FOH would provide refreshments such as Crisps, Cookies and drinks etc in order to make a small profit. The purpose to be a cost neutral, enrichment event for the children. 2) Quiz night – Mrs Waite stated this would be a good way to involve parents more and, she would try and enter a staff team. Dates discussed, Friday 24th March, timings 7-9pm. Food, Fish and Chip supper catered for by a local chip shop (Nessy's suggested). FOH would purchase a temp alcohol license and have a cash/contactless bar available. Deputy Chair and Mrs Eyre offered to run the Bar. Dr Smith volunteered to be 'Quiz Master'. Mrs Waite stated fire limit of 120 including staff running event. 3) Easter event – lots of ideas discussed. Mrs Waite stated a Saturday picnic/egg hunt would be difficult for staff to be involved with as it is at the weekend. She stated an afternoon event (possibly with parents) during school time as an alternative. Year 6 are on their residential week commencing Monday 27th March (last week of term). Meeting discussed making this an Egg Hunt 'challenge'. Hunting letters (anagram), with challenges at each station along with an Easter treat to collect. Taking place at 2pm, but might be better suited just for the children. FOH would organise and help with the event. Suggested date Friday 24th March. It was acknowledged this is same date as Quiz Night. To be discussed further. No cost to parents, purpose is an enrichment event. 4) Wish Lists – It was discussed briefly at AGM and previous meetings to give each class an allocation of money so that teachers might purchase specific 	

			<p>supplies suited to their class needs. With the additional revenue generated at Christmas, it was agreed £150 be offered to each class and nursery. It had been agreed £300 be made available for the Panda Room (sensory Room), but to date we had not received any request from Mrs White. Staff cannot purchase items for class via Amazon, additionally a similar scheme had been offered to staff previously and up take was mixed. FOH requests each class submits a 'Wish List' to a value of £150 and we shall source and purchase the items for each class (this means we can use Amazon if required). Mrs Waite is asked to inform the staff.</p> <p>5) Other Items – meeting had to be ended, a number of items still to be discussed and to be on the agenda at the next meeting:</p> <ul style="list-style-type: none"> • Summer Fair Planning • King's Coronation Event • King's Coronation Gift • Other Fundraising • Asda Green Token Scheme 	AW
8	Date of next meeting	All	<p>Day time meetings are preferable to Mrs Waite, the meeting agreed we should try our best to accommodate this request. It was added we could have 'ad-hoc' planning meetings in-between or in preparation for a specific event.</p> <p>Wednesday 22nd Feb 1:30pm. Friday 17th March 9:00am.</p>	

Mrs L Balmer
Secretary FOH