

## Minutes

**Meeting of the Friends of Hinguar**  
**Thursday 22nd February 2023 at 13:30**

**Registered Charity Number 1169420**  
Location: Hinguar Primary School and Nursery



### **Attendance:**

<b>Appointment</b>	<b>Attending</b>	<b>Apologies</b>
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

<b>Item No.</b>	<b>Subject</b>	<b>Owner</b>	<b>Update</b>	<b>Action</b>
1	Apologies	Secretary	Dr Smith sent her apologies.	
2	Minutes of the last meeting	Secretary	Minutes 12012023 agreed as a true record.	All
3	Actions	Secretary	Update on all/any outstanding/ongoing actions – <ul style="list-style-type: none"><li>• <b>FOH Website.</b> Secretary and Mrs Anderson have updated the main content, Giving Machine details will be amended to show Easyfundraising info.</li><li>• <b>FOH Policy Documents.</b> Parentkind has policy documents it recommends. It was agreed we refer to these and that they are made 'available on request'. This will be stated on the FOH website main page.</li></ul>	LB, AB
4	Financial Update	Treasurer	<b>1) Bank Account Balance: £7926.38</b> <b>2) Petty Cash: 688.06</b> <b>3) Total: £8614.44</b> <b>4) Income:</b> <ul style="list-style-type: none"><li>• Club 100 - £288 receipts; £40 lottery licence. Predicted to generate £100 profit this year.</li><li>• Uniform Sale - £92 plus £10.82 Sum Up.</li><li>• Raise £20.23 for 2023 - £40.46 BACS so far, cash still to be collected and counted.</li></ul>	AB

			<ul style="list-style-type: none"> <li>• Easyfundraising - £78.60 raised, paid out quarterly. Next pay-out expected 16 May.</li> <li>• Amazon Smile has now stopped. Single payment of £39.86 received.</li> <li>• Asda Green Tokens – FOH is eligible to apply again. Mrs Waite was asked to identify a project to bid for a grant of up to £500.</li> </ul> <p><b>5) Expenditure:</b></p> <ul style="list-style-type: none"> <li>• Mother’s Day Stall – £175.91, edible items to be purchased.</li> <li>• Christmas 2023 – approximately £50 (Elfridges items).</li> <li>• Panto has been booked. No deposit required.</li> </ul> <p><b>6) Planned Expenditure:</b></p> <ul style="list-style-type: none"> <li>• Alcohol Licence – Quiz £21.</li> <li>• Insurance - £140 Parentkind, DD mandate to be countersigned by Deputy, this includes £5 discount.</li> <li>• Class Wish Lists - £150 per class, NB no Wish List received for Nursery, Secretary to follow up with Mrs Waite. Total inc. Nursery £1200</li> <li>• Sensory Room - £300</li> <li>• Kitchen Wish List – Mrs Waite was unable to give an estimate as the list was yet to be finalised.</li> <li>• Easter Egg Hunt – up to £200</li> <li>• Quiz Night – Approximately £250</li> <li>• Summer Fair – Inflatables to be sourced, discussed, booked and deposit paid ASAP. Secretary</li> <li>• Uniform Wheelie Bin – 120L £50, 240L £55. Based on available space, 120L bin to be purchased.</li> <li>• Really Useful Storage System – cost has significantly increased, will continue to monitor cost.</li> </ul>	AW  AB AB NB  LB, AW  AW  LB  AB
5	Event Feedback		<ol style="list-style-type: none"> <li>1) Club 100 – Mrs Hay was contacted prior to the meeting for her feedback. There have been limited sales 22/23 which will generate £100 profit. Given the time and effort required it was felt it is not a profitable endeavour. Other strategies were discussed, e.g. ‘Sign Up’ stall at Summer Fair. Club 100 has run for many years, however, COVID and current cost of living crisis has hampered its popularity. Committee unanimously agreed to refund participants 22/23 and re-evaluate for 23/24 academic year. Mrs hay was thanked for her efforts.</li> <li>2) January Uniform Sale – over £100 in sales. Parents were generous, many stating ‘keep the change’. Lots of positive feedback always received from these sales.</li> <li>3) Raise £20.23 for 2023 - some responses, closing date extended to 02.03.2023. Rosette &amp; certificate to be given to those taking part, additional special</li> </ol>	

			recognition awards - pin badges. Approximate costs, £1 per rosette and £1-1.50 per pin badge - committee agreed this cost.	
6	Upcoming Events	Chair	<p><b>1) Pre-Loved Uniform Sale – Thursday 23<sup>rd</sup> February</b> Secretary, Treasurer, Parent Helper to set up and run sale, Chair available for set up. Caretaker was aware of table requirements.</p> <p><b>2) Pre-Loved Uniform Sale – Mar and Apr</b> Dates agreed Thursday 30<sup>th</sup> March and Thursday 27<sup>th</sup> April. Aim – promote summer uniform. The additional uniform donations we have received will be rolled out at these sales.</p> <ul style="list-style-type: none"> <li>Uniform Sale Pre-order Form and process discussed. Secretary will draw up a prototype form, to be trialled at March sale.</li> <li>Form to Include a tick box -“I would like support to purchase school uniform” NB - to be discrete.</li> </ul> <p><b>3) SECAT PTA Lead Meeting – Monday 27<sup>th</sup> February 1-2pm, location TBC.</b> Mrs Waite gave an overview of what we might expect. Chair and Deputy to attend.</p> <p><b>4) Coffee Morning – 9<sup>th</sup> March.</b> Speaker Dr Smith - common childhood illnesses. Volunteers, Chair and Deputy, possibly Miss Burgess. Mrs Waite requested publicity for this week’s Newsletter. Deputy mentioned dial-in/recorded/broadcast for those unable to attend. Deputy to organise.</p> <p><b>5) Mother’s Day Stall – Monday 13<sup>th</sup>, Tuesday 14<sup>th</sup> and Wednesday 15<sup>th</sup> March lunch times.</b> Chocolates, Fudge and jellies to be purchased. Impact of possible strike day discussed. Plan to proceed as normal, may need amendment closer to the time. Volunteers required - to be canvased via WhatsApp.</p> <p><b>6) Quiz night –Friday 24<sup>th</sup> March</b></p> <ul style="list-style-type: none"> <li><b>Timings:</b> 7-9pm (9pm cut off)</li> <li><b>Cost:</b> £5 pp, includes £1 for cash prize and 1 beverage (including alcohol). Payment to be received in advance. Cut-off date Thursday 16<sup>th</sup> March (1 week before). Minimum requirement to go ahead - 5 teams.</li> <li><b>Food:</b> to offer lower £5 ticket price, food not included, allow attendees to bring their own snacks. Crisps, snacks and cupcakes will be available to purchase at the bar.</li> <li><b>Bar:</b> purchase a similar alcohol selection as that used at the Summer Fair (leftovers can be</li> </ul>	<p>LB</p> <p>AG, NB</p> <p>LB</p> <p>NB</p> <p>LB</p> <p>AG</p> <p>AG</p>

			<p>retained), check shelf life before purchase. Soft Drinks, Tea and Coffee.</p> <ul style="list-style-type: none"> <li>• <b>Team Size:</b> 4-8</li> <li>• <b>Publicity:</b> social media, MCAS, Email, WhatsApp, Posters. Entry form available at school office.</li> <li>• <b>PA System:</b> ask parent (back-up Shoebury Dynamics).</li> <li>• <b>Prizes:</b> <i>Cash Prize</i>, dependant on how many attending. <i>Trophy, Booby Prize</i>. Up to £10 agreed for Trophy purchase.</li> <li>• <b>Raffle:</b> on the night draw, maybe a meal for 2 at a local restaurant, some bottles of wine, some Easter Eggs: Ask Sainsburys/Asda if they are able to donate.</li> <li>• <i>Jokers!</i></li> <li>• <b>Volunteers:</b> Bar - Deputy and Mrs Eyre, Scorer - Treasurer (Excel score sheet ), others as required.</li> <li>• Mrs Waite stated fire limit of 120 including staff running event.</li> <li>• This is a community event, i.e. open to the whole FOH community - family, friends, neighbours etc.</li> </ul> <p><b>7) Easter Hunt 'challenge'. Friday 24<sup>th</sup> March.</b> Children to hunt letters (to solve an anagram), with challenges at each letter station. Taking place at 2pm, just for the children in school. FOH would organise the 'challenge' element and supply an Easter egg/treat for each child. Mrs Waite to provide list of specific dietary requirements. Currently 247 Children in school including nursery. No cost to parents, purpose is an enrichment event. 186 Easter Eggs and Easter Haribo already purchased at a cost of £111 (60p per item). Morrisons have had some great deals. Also look to sourcing the last 60 items (including special dietary items) from Sainsbury or Asda as donations.</p> <p><b>8) Kings Coronation Event - Friday 4<sup>th</sup> May</b> School would like an event, however, due to additional bank holidays, SATS and an already-packed calendar a standalone event is not possible. A Coronation Lunch was suggested and unanimously agreed as an excellent idea. FOH has many themed decorations and will decorate the hall for a celebration lunch. Children will be invited to wear red, white and blue.</p> <p><b>9) Kings Coronation Gift, approximate costs:</b></p> <ul style="list-style-type: none"> <li>• Pin badge - £250</li> </ul>	<p>LB</p> <p>LB, AG</p> <p>LB</p> <p>All AG</p> <p>AW</p> <p>LB, AB</p> <p>All</p>
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			<ul style="list-style-type: none"> <li>• Coin, various, but the preferred option is £900</li> <li>• Bookmark - £250</li> <li>• Medal - £600</li> </ul> <p>Pin badge or coin were the most popular options. We are to canvas the opinion of children. Consider asking class representatives to vote on their preference. Secretary to provide images for an opinion poll. Prices included VAT. Parentkind confirmed that PTAs are not VAT-exempt. Treasurer will investigate further charitable VAT relief with HMRC.</p> <p><b>10) Summer Fair</b> – date agreed 8<sup>th</sup> July. The Treasurer stated they would be unavailable on this date (and the proposed alternative).</p> <p><b>11) Summer Fair Planning Meeting</b> – Date TBC via WhatsApp.</p> <p><b>12) Children's disco</b> – alternate date Friday 30<sup>th</sup> June, TBD.</p> <p><b>13) Year 6 Leavers Gift</b> –Mrs Hay confirmed payment not required until May.</p>	LB  AB
7	AOB	All	Nil.	
8	Date of next meeting	All	Friday 17 <sup>th</sup> March 9:00am Friday 28 <sup>th</sup> April 9:00am	

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