

## **Friends of Hollygirt Meeting Monday 1<sup>st</sup> November 2021**

### **Attendees:**

Claire Jones, Helen Barsham, Claire Dunstan, Lisa Mattison, Sam Boswell

### **Apologies:**

Pooja Gadiha, Maddy Purchase, Jo Rutt, Michelle Loi

### **1. Update on FOH Bank Account**

CJ updated group that AB and PH had a meeting at HSBC to close the existing FOH account which has a balance of around £6,700. We're now waiting for the paperwork to open new account with new signatories.

### **2. Neon Party**

Neon Party scheduled for Friday 19th November, 4pm-6pm. CJ has drafted a letter to go out. SB raised that Years 7-8 are going on a residential so might not be a good idea to send out a letter. HB suggested we send an email instead with letter attached. CJ raised that letter requires a return slip including consent for facepaint. HB suggested email but ask that students return the slip on Monday 8th for Years 7-8. CJ will complete the Event Planner form to notify Estates staff, including the requirement for tables for refreshments and face painting. CJ will confirm with MP that she is still happy to purchase refreshments to be sold and ask HN for an update on the purchase of reusable glow sticks confirmed at the last meeting.

HB raised staffing at the event. CJ confirmed she HN and MP had volunteered to attend at last meeting. CJ asked about staffing ratios. HB explained this depends on numbers attending but for this age group it's roughly 1-30. HB is on a school trip that day but will try to attend.

### **Actions:**

- **CJ to email letter and collate replies inc. facepaint consent, confirm MP will purchase refreshments, submit Event Planner, purchase facepaint, check-in with HN for purchase of glow sticks**
- **HB will chase Craig Deen regarding DBS checks for FOH volunteers**
- **Confirm volunteer attendance**

### **3. Christmas Fair Hampers**

CJ explained NH had raised that FOH normally arranges a hamper raffle for the Christmas Fair as a key fundraising activity. New starters are traditionally asked for donations. HB raised that this seems a little unfair on new starters and asked for the group's opinion. CD shared that at her previous (maintained) school everyone was asked to bring in items of a specific colour and this worked well. LM raised that with only new starters bringing donations we could receive a limited amount. HB liked the colours idea and suggested we could link this to School Houses which are restarting and their colours. Group agreed this was a good idea and could be a new tradition to bolster the house system, with participation from the

whole of senior school. SB raised that a smaller quantity of higher quality hampers would be preferable. HB estimates that will all students participating we could expect enough for 8 hampers.

CJ raised that previously we've sent tickets home with parents in advance of the fair and that this would require a Small Social Lottery Licence at a cost of £40, and £20 annually thereafter. CJ has an application form and has contacted the Licensing dept. who advised this can be processed in 5 days. LM advised to be mindful that records of donations, especially if a percentage of proceeds are used to purchase prize items, must be submitted to authority. She also advised there is a raffle ticket template available online which details info required on tickets.

CJ explained that previously CS had used an account in her name to purchase raffle tickets and noted that she read in former meeting minutes (2019) the group had discussed this method is quite costly and questioned whether RH (former marketing manager) could produce alternative but there were no actions noted. She advised that while she could theoretically produce the tickets this may be a time-consuming task and it might be best to use the existing system this year.

Group debated the relative cost/benefits of selling tickets in advance (and paying for licence) vs. just selling tickets on the day. Group agreed the cost of the licence is negligible and we're likely to sell far more tickets if sent home in advance of the Fair.

CJ explained that HN has arranged for Mrs Filshe and Mrs Leggett to volunteer to sort donations and arrange hampers (as they have done in previous years) the day before the fair. However, they are Y11 parents so have requested additional volunteers to 'hand over' to for future years.

**Actions:**

- **CJ to apply for a Small Social Lottery licence.**

- **CJ to ask CS about the tickets we've previously purchased and look into the feasibility of alternatives.**
- **Confirm volunteers for 13th December**

#### **4. Future Events**

Group discussed whether now was a good time to think about future events with the Neon Party and Christmas Fair both coming up soon. HB raised that - if everyone was comfortable to do so - it might be nice to have an in-person meeting in January to make a plan for the year ahead. We can also discuss the procedure for funding requests and the aims of the group. Group agreed that it might be easier to share ideas and plan in person.

**Actions:**

CJ to ask if remaining committee members are comfortable meeting in person in the new year and suggest a couple of dates.

#### **5. Date of next Meeting**

Group agreed that everyone is busy in December and given the proposed in-person meeting to plan FOH activity for 2022, that there is no need to meet in December.

**5. AOB**

None.