

MINUTES - FINAL

Attendees	Sara Dudley-Hart, Rosie Brockerton, Stephanie McNamara, Victoria Johnstone, Christina Firth, Valeria Miglioli, Clare Lockhart, Katherine Buckee, Nishi Perle
Apologies	Sam Farnell, Max Ferreira, Praneeta Puvanarajan, Jo Murphy, Jill Leftwich (staff rep)

Meeting started at 8:30 and was moved to 29 Beech Hall Road, E4 9NJ

1. Apologies: All apologies accepted and the meeting was quorate.
2. Committee members matters
 - a. Change in vice chair's role – Trustees informed that vice chair wishes to withdraw from helping with fundraising ideas, but to continue to help as and when possible.
3. Finance Report so far FYI – We have £12,000 in the bank.
4. **Objectives for the year**
 - a. Improve communication
 - (a) Newsletter – drafted; Stephanie McNamara kindly offered to have a look at the draft.
 - (b) Notice Board
 - (c) Other ideas? – discussed Stephanie's meeting with governors and her suggestion that the school could do a survey for parents and include some questions from us, in order to better understand communication issues. Valeria Miglioli suggested asking Hanna Dillon Chalmers (another Handsworth's mum) for help designing the survey as she's an expert in this field.
 - b. What we are spending the money on/how this is decided
 - (a) Playground equipment – FOH to match fund council funding? – we need to wait for school to finalise project before we can set up crowdfunding. We can also ask for parental help as there may be carpenters amongst the parents (for carved wooden reading chair for instance).
 - (b) Funding requests – Miss Addai (Rising Stars Reading Planet reading scheme for Early Years and KS1 – only paper books), Yr6 team (Y6 leavers gifts), Ms Jordaan (Science Week) – all three requests approved with all 9 trustees present voting in favour. We offered to pay for the full amount (£2,000) towards Science Week.
 - (c) Parents suggestions - Road Safety Pavement Signs – we think this isn't going to work well because of the trees and all trustees feel it is not really an issue for our school, or at least not a priority in terms of spending funds. We can however include a reminder to parents about road safety in our newsletter.
5. **Fundraising options**
 - a. Review of 2017/18 events
 - (a) Christmas cards – did not do as well as in previous years but we are happy to continue doing them. Will need to liaise with teachers about how to set up the activity (e.g. in class and not set for homework) so that the results are better quality pictures. Maybe also start a bit later into the Christmas period.
 - (b) Christmas Fayre - did well. Discussed how to minimise stress (doing fewer things but bigger, having one person in charge of promoting, having one person in charge of raffle). Could we have the grotto on the day? Must have a non-uniform day prior to the event to collect donations, ideally a few weeks in advance to

avoid rushing at the last minute. In the summer, it worked well to ask each class to bring in a particular item to donate.

- (c) Quiz Night – did incredibly well! Lots of profit made by selling wine and raffle tickets. Quiz could be moved to September to avoid having two big events too close to each other. Work with Oak Hill/Selwyn to avoid dates clashing- Contact with Oak Hill PTA.
 - (d) International Day - Was a lovely and well attended event but we need to find a way to ensure we can guarantee to have enough food. One suggestion was to have a pop-up restaurant of one nationality (in line with the International Day celebrations during the school day)
 - b. Calendar for 2018/19
 - (a) Summer Fete – set a meeting date – Proposed dates for the fete: 8th/9th/15th/16th June, will need to check with Dale and the office. Will need to set a date for a meeting exclusively about the fete. Clare Lockhart asked if the fete could take place on a Sunday this year.
 - (b) Easter Bunny – find lead/drop? Still looking for volunteers to help with this. Or we could just buy chocolate eggs and ask the teachers to give them out in class.
 - (c) School disco / Pamper night / Tea&cakes x2
 - (d) Bag2School – next date? Most people would prefer to cancel the next date as the initiative seems to be a lot of work for Dale for very little profit.
 - (e) School photos – does the school make profit from them? If so, would it be more beneficial to go into FOH charity non-taxable account? Some parents feel that the photos are not of the best quality and might be worth looking at other providers.
 - c. New ideas
 - (a) Always consult school first
 - (b) Are we doing enough/too many events? – ideas suggested: car boot sale; colour run (join Oak Hill School and approach Bea Taylor with sharing fundraising initiative?). Rosie to still look into doing tea towels but away from Christmas as too many things to buy already around that time of year.
 - (c) Crowd funding - People often like to see a physical item they are raising the fund for, so playground equipment is a good one to trial this out on.
 - (d) Termly/yearly parental voluntary donations – Sara Dudley-Hart discussed this with Jill at their last meeting, and provided her with two example letters from other schools that already do this.
 - (e) Some trustees suggested writing a letter to teachers in which we could cover what we can do for them, how we can help and how they can help our events or fundraising, e.g. better results for Christmas cards, collecting donations ahead of Christmas/summer fayre, etc. Notices outside the classrooms for events.
 - (f)
6. AOB
- a. Jill's request – spring cleaning community day
 - b. Enquire with banks/businesses about community days to help schools
 - c. How to improve parents' participation with FOH – in newsletter ask for help with future events, remind about match funding, ask if anyone has any skills to offer to the school in terms of fundraising/playground design equipment/ forest school garden (practical skills such as carpentry).
 - d. Approach other local schools – We could join efforts with Selwyn and/or Oak Hill to share resources and/or events – save having to buy extra items for fetes etc...

Meeting closed at 11.00pm.