

# **First meeting of the Heytesbury Education Fundraising Association**

Friday 11<sup>th</sup> January 2.30pm

**Present:** Simone Bennett (Chair), Katie Elliot (Treasurer), Sally Lock (Vice Chair), Carole Godfrey (Head teacher), Niki Gerring (Secretary)

## **1) Insurance/ Constitution**

Parentkind is an organisation which provides Liability insurance for school fundraising committees and also provides advice and model constitutions. The insurance has been taken out with them, costing £65 for the year. The Gambling licence runs out prior to the June Fete so a new licence will need to be applied for.

As the previous constitution of the HSPA was written in the 1990's a new version was required for the new committee. A copy of the model constitution was circulated prior to the meeting for consideration. Queries raised as follows:

NG – The model suggests that a committee of a minimum of 3 people is sufficient, whereas the previous HSPA constitution had required a Chair, Secretary and Treasurer plus a minimum of 6 other members. SB confirmed that the model constitution was adequate, with a minimum of 3 members.

CG – Membership item 4.1 – Carole Godfrey and Kit Pottow would be co-opted on to the committee. CG in her position as head teacher and KP as the representative from Hedgehogs who will be authorised to request for money raised to be allocated to Hedgehogs. SL will be the representative from the school who may request for funding from the committee to be spent in the school.

CG – After discussion about the length of time positions of office may be held, it was agreed to leave it as per the model constitution which says that the position can be held for 1 year from the AGM and then a revote must be taken at the following year's AGM.

Record Keeping – It was agreed that minutes must be taken at each meeting. All decisions involving HEFA must be taken in formal meetings. Minutes will be emailed by the secretary to CG and the Chair for authorisation firstly. Then they will be put on the school website for all to see, and a paper copy put in reception on the noticeboard.

- 2) **Split of funds** – Money raised only by Hedgehogs will go to the Hedgehogs account, similarly money raised only by school will go in to the school account. However money raised in joint fundraising activities will go in the joint account. Nettie has agreed that the money raised from the Hedgehogs sponsored toddle should be sufficient funds for the year, but any additional money requested from the joint account will need to be run past and voted for by the committee for authorisation.
- 3) **Bank accounts** in the old HSPA name with Lloyds have now been closed and all money transferred to the new bank account with Lloyds in the name of Heytesbury Education Fundraising Association. This name was agreed at today's meeting.

- 4) **AGM** – this will be held in September each year.
- 5) CG expressed concern that there had perhaps been a split between parents in the school and questioned what the committee could do to resolve this. NG suggested that a range of parents from all age groups of the school should be encouraged to be involved with the committee as much as possible. The committee should strive to make events as inclusive to all.

- 6) **DBS** – all committee members should have the enhanced check by DBS. All members need to check they have this. SB said that she was happy for committee funds to be used to pay for this.

**Action ALL**

- 7) **Individual roles** – SB mentioned that she had picked up a definition of the individual committee roles recently and that it may be a useful point of reference. The document refers to a publicity officer and SB wondered if this would be a useful addition to our committee. SB to email the document to all. NG to keep and copy on file      Action SB/NG

- 8) **Summer Fete** – a date of 29<sup>th</sup> June has been suggested and set by SB. There are no other local fetes on that day so it seems a sensible suggestion. It clashes with Glastonbury Festival which affects some staff members, but it was agreed that we would proceed with that date. A summer fete sub – committee will be set up at the next meeting. So far SB reported that she was able to get a Ukele player and a blues band to attend free of charge. Suggestion of charging £20 per table to stall holders + the compulsory donation of a raffle prize. Some committee members felt that £20 was too dear. Further discussion to be had on this matter.

- 9) **Christmas cards** – Unfortunately they were very late to be delivered but £47.75 was made from the sale of the cards. This year it was agreed that the children should draw their designs in Sept/ Oct and hopefully receive the cards back a lot earlier.

- 10) **Christmas Fair** – The only overheads which had to be paid for were some adverts and the Santa presents. After the overheads were taken in to account the fair made £1007.27. The prizes for the lucky dip were kindly donated. Congratulations to all involved in making it such a successful event. It was good to see so many Hedgehogs and “pre Hedgehogs” families attend as well as school families.

- 11) **Disco** – Nettie has offered to provide the music and lights for the disco (FOC). She will want a play list of songs that children would like to hear. After discussion about the pros and cons of having all Hedgehogs and the school together for the disco it was agreed that the disco would take place on Friday 22 March. 5-6pm for Hedgehogs and reception, and 6 – 7.30 for the rest of the school. Glitter tattoos, drinks, hotdogs, snacks (healthy and otherwise) available.

- 12) **Pancake Day** – Anna Walker has kindly offered to run the pancake breakfast on 5<sup>th</sup> March.

- 13) **Next meeting** – Date of the next meeting is Tuesday 29<sup>th</sup> January in the Red Lion where any parent / carer wishing to join the committee will be invited to attend. All fundraising events for the year will be planned at this meeting.