**Members and Committee meeting of the Heytesbury Education Fundraising Association**

**Wednesday 29th September 2021 8.00pm at the Red Lion, Heytesbury**

**Present:** Camilla Brewer (chair), Rachel Amor (Vice Chair), Helen Rickards (Secretary), Kirsten Martindale (Treasurer), Kim Page (Hedgehog Representative) Sarah Davis, Danielle Maynard, Steve Dodd, Leila Gould, Tanya Tilley, Richard Tilley

**Appologies:** Trina Williams, Sarah Hartshorn, Simone Bennett

1. Camilla Brewer welcomed everyone to the meeting and thanked them for attending. The existing Committee had dissolved and there was an election of new committee members.
   * + 1. Chairman – Camilla Brewer was the only person to stand for this role. Nominated by Helen Rickards and second by Kim Page.
       2. Vice Chairman – Rachel Amor was the only person to stand for this role, she was nominated by Sarah Davis and second by Leila Gould.
       3. Treasurer – Kirsten Martindale was the only person to stand for this role, nominated by Sarah Davis and second by Leila Gould.
       4. Secretary – Helen Rickards was happy to continue in this role and there were no other candidates. Nominated by Rachel Amor and second by Leila Gould.
       5. Hedgehog Representatives – Kim Page was nominated by Rachel Amor and second by Helen Rickards. Trina Williams although not present at the meeting had expressed her willingness to be a hedgehog representative and was nominated by Sarah Davis and second by Rachel Amor.

All attendees, parents of the school and Hedgehogs are invited to all meetings, and encouraged to help at events.

1. Christmas Fayre – The Christmas Fayre was discussed but concerns were raised over the fact there was a chance it could be cancelled due to Covid. Leila Gould volunteered to speak to Tina Sitwell from Heytesbury Church and ask when they plan to hold their Christmas Fayre as historically HEFA have worked in conjunction with the church to choose separate dates. Leila Gould is also going to ask how they feel about combining the Church and School Fayres to try and help increase footfall. It was suggested we could either combine the two, or hold them on the same day and encourage people to visit both. If school is unable to be used due to Covid then would we be able to use the church and possibly the Red Lion instead as a back up plan? The proposed date for the Christmas Fayre is the 4th December 2021 as it has been more successful earlier in December in the past. If the Christmas Fayre does go ahead, it was agreed that the usual stalls should be run including –
   * + 1. Jar tombola (from donations from school Mufti days)
       2. Bottle tombola (from donations from school Mufti days)
       3. Guess the weight of the cake – Kirsten to ask if Sally Bond would make it.
       4. Toy donation stall
       5. Teddy tombola
       6. Cake stall
       7. Tea and Coffee
       8. Craft competition for the school children
       9. Invite local business to come and have a table
       10. Raffle – prizes to be donated by local companies Kim Page to investigate
       11. Sweet stall – Bags have been donated by Leila Gould and are in the school kitchen.
       12. Glitter tattoos

Camilla to speak to Nettie Pulvertaft and ask if Hedgehogs are happy to make and sell Reindeer food and if Robert would be happy to be Santa and if the goats could also come as they have done previously.

Camilla Brewer to ask Miss Elson for two Mufti days before the Christmas Fayre. It was suggested that a normal Mufti day is held on the 20th October 2021 and the children donate a bottle for the Bottle Tombola. The 26th November was proposed for a Onesie/PJ day in exchange for a jar for the Jar Tombola.

Helen Rickards to find out if there are any santa gifts left from the previous Christmas Fayre.

Previously school have made craft items during school to sell at the Christmas Fayre and the stall had been run by volunteers from Badgers. Camilla Brewer to ask if the school are happy to do this again.

Leila Gould to ask Kyla Carter and Danielle Maynard to ask Cherry Blossom Arts if they would like a table at the Fayre. It was agreed local businesses would pay £10 to have a table.

A Christmas Fayre meeting was set up for the Wednesday 13th October 2021 at the Red Lion, Heytesbury at 8pm.

1. Camilla Brewer had looked into Christmas cards and to see if HEFA could find a company that was better value for money than what had been used previously. Rachel Amor, Sarah Davis and Danielle Maynard volunteered to go into school to make the pictures with the children and then it was suggested that a stall be held at school collection for parents to view the pictures and place orders.
2. It was agreed that at the moment the Tea Towel that was suggested at previous meetings would be put on hold.
3. It was agreed that HEFA would run the after school cake sales and the dates that were agreed for these were –
   * 1. 20th October 2021 – Badgers
     2. 19th November 2021 – Foxes
     3. 21st January 2022 – Otters
     4. 18th February 2022 – Hedgehogs
4. School Disco – It was suggested we hold the Christmas Disco on the 10th December 2021 from 5pm-7pm at the school if Covid allows. £2 entry which includes a hotdog and a drink. Camilla Brewer to ask Nettie Pulvertaft if she is able to DJ. It was suggested that the times were split as they were at the last disco with the school between 5-7pm and 5-6pm for Hedgehogs. It was agreed to have the usual glitter tattoos and sweets for sale as well as neon paints.
5. Sarah Davis suggested that HEFA look into running a Badgers only event as she felt they would like something without the younger children involved. Sarah to ask Badgers what they would like.
6. A Pub Quiz at the Red Lion in Heytesbury has been pencilled in for the 28th January 2022. It was suggested £10 per person and £7 would go to the Red Lion for a ploughman’s dinner and £3 to go to the school. Maximum of 6 people per team and the pub ask that tables are pre booked. Kim Page agreed to be quiz master and organise the questions. HEFA will also run a raffle at the event.
7. It was agreed the pancake morning would run on the 1st March 2022 (Shrove Tuesday) and Helen Rickards agreed to run it with the help of some volunteers.
8. The HEFA would like to run another Beetle Drive in the spring of 2022 as this was a fantastic and successful event.
9. Camilla Brewer agreed to find out about the book people coming into school as historically there had been a book and story night which was really enjoyed by the children.
10. Camilla Brewer and Kristen Martindale to arrange for the HEFA bank accounts to be changed from Katie Elliot to Kirsten Martindale as signatory.
11. Camilla Brewer to ask Sarah and Tom Hartshorn about the tiles that had been made from winning the Flying Saucers competition. Leila Gould to ask Danny Gould if he is able to put them up. HEFA had previously agreed to get tiles made for all the new children starting at the school and this can then be done.
12. Camilla Brewer to write a letter to be included in the school newsletter highlighting what HEFA is and does for the school to try and encourage more parents to be involved and volunteer at the events.
13. Steve Dodd suggested he looks into setting HEFA up with Amazon Smile for friends and family of the school to then sign up to as they donate 0.5% of the cost of items bought on Amazon.
14. Helen Rickards requested a copy of a Disclosure & Barring Service Certificate from all committee members as this is required by OFSTED.

**Date of next meeting TBC**