



**Friends of the
Woolton Hill
Schools**

MEETING MINUTES

Where: Rampant Cat

When: 17/6/24, 8.00 pm

Housekeeping items: 20min

- Attendees and Apologies (SA)
Attendees: Kathryn Knapp (SLT), Stuart Ashby (Chr), Rachel Ryan (Trste), Nick Watson (Treas), Lesley Samara (Comm), Lycée Marsh (Comm), Rachel Fisher (Comm), Claire Maestri.
Apologies: none
- Collect AOB items and estimate time needed (SA):
KK: Requests for funding projects starting next FY (details attached.)

Regular items:

- Review actions from previous meeting minutes that are still outstanding - 10min

Date/ ID	Owner	Action	Status
09.11/4	SA	Publicise direct giving page via School and Spectrum	Continue: SA to propose text for KK to approve and publish
17.1/1	NW	Follow up bounced cheque w/ Garry L	Closed
17.1/2	SA	Update CAF donate page w/ outdoor project	Closed
6.3/8	RR	Enquire for inflatables (3 units as before)	Closed
6.3/9	RF	Enquire and report back on food truck	Closed
6.3/11	SA	Enquire if Evolution (band) are available	Closed
1.5/1	PD	Ask School council about merch for discos	Closed
1.5/2	SA	Promote WoolFest via free tickets	Closed
1.5/3	RF	Yearbook photos & questionnaire	Continue: <i>see below</i>
1.5/4	SA	Leavers Hoodies order	Closed
1.5/5	RF	Ice Creams sales	Ongoing

*Yearbook: questionnaires have been completed. All data needs to be with the printer by 30/06. **A: SA send staff pictures to RF. A: SA write PTA text. A: (SLT) write school text and teacher facts***

4. Finance status update (NW) – 5 min
 - Account: Balance, income, expenditure since last meeting - headline figures
Balance: £11,500 – ongoing WF ticket payments arriving
Income: funds from St. Thomas APF - £6,300, B2S - £144, hoodies - £302, GM - £30
Expenditure: school payments - £9,500, hoodies - £666, +ongoing WF expenses
DATE OF ASSESSMENT: 23/07/24.
 - Annual Return for Charities Commission
Completed post this meeting. Reported earnings £12,200 for FY 22/23.

5. Regular fundraising activities – 5 min
 - Bag 2 School (RR)
 - Refreshments (SA)
 - Giving Machine (RR)
 - Direct donations w/ Gift Aid (SA)

NOT DISCUSSED DUE TO TIME CONSTRAINTS

Notable items: 1hr

6. Project requests from SLT to consider
 - Sponsored Walk in the Chase
A: SLT to direct sponsorship payment via CAF donate button, or bring cash into school.
 - Refreshments for school events
Committee declined to provide refreshments at Yr5/6 play as these are not the parents we need to attract and no-one has time to chat anyway!
FWHS agreed to provide refreshments on these dates:
02/07/24, 1.45pm and 2.30pm - new EYFS parents, (Infants)
08/07/24, 3.30pm - new Yr3 parents information (Juniors)
09/07/24, 12.00pm - sports day, (ice creams fundraising opportunity)
16/07/24, 9.00am - new EYFS parents coffee morning (Infants)

7. AOB
 - KK: requests to approve funding for four items starting next FY (Sept.24): details attached.
 - .i *Outdoor Learning Project resources for Autumn term curriculum, £2k. **APPROVED subject to sufficient funds following WoolFest. Priority #1***
 - .ii *School library book uplift for Infants, £200. **APPROVED for immediate funding.***

- .iii School library book uplift for Juniors, £2k.
APPROVED subject to sufficient funds following WoolFest. Priority #2
- .iv EYFS outdoor play area uplift, £1k.
APPROVED subject to sufficient funds following WoolFest. Priority #3
Committee will review funding available by end of this term.

8. Woolfest planning #2

- Timeline: **as of this meeting we have 18 days to go!**
 - .i Ticket promotions at Friday assembly: 10th, 17th, 24th May **DONE**
 - .ii Ticket sales open: 3rd June (after half term) **DONE**
 - .iii **Go/No-go cutoff date: 21st June (-2wks)**
Event agreed to go ahead post this meeting.
Discount ticket price held until close of sales. (evidence below)
 - .iv Ticket sales close: 28th June
 - .v **Event 5th July.**
- Lead roles – *volunteers all assigned.*
 - .i Site manager (safety, lighting, power, tentage, toilets, site plan)
- **SA assigned**
Booked: toilets, tentage.
 - .ii *A: SA complete site plan, equipment hire, Risk Assessment, request 2 extra gazebos from members.*
 - .iii Ticket sales and volunteer planning – **NW assigned**
 - .1 Setup
 - .2 Helpers schedule
 - .3 Takedown
A: NW,SA: complete volunteer rota post end of sales. Allocate setup and takedown rotas. Prepare sign-in sheets, food tickets, pay food provider.
 - .iv Bar, license and online payments – **SA assigned**
License applied for. Ale delivery booked. Alcohol purchases under way. Ramsbury will also provide a Gin stall.
A: SA complete alcohol purchases. Setup SumUp units and phones.
 - .v Silent Auction – **LS assigned**
Most items for auction acquired, presentation updated.
A: LS: prepare display board, sign-up sheets and clipboards/pens
 - .vi Catering – we proposed to use food truck[s] this time following success of Xmas Tractor Run arrangements – **RF assigned**
Petes Food Truck booked. Pre-order food menu added to ticket sales and under way. Dessert vendor also booked.

A: RF: collect pre-order menu volumes from booking form and send to Pete. Ensure payment aligns with order.

.vii Band & DJ - SA assigned

Evolution booked for band. Stu will provide DJ services.

A: hire DJ system, signup for YT Music for ad-free playout.

.viii Bouncy castles – RR assigned

Supplier booked. Time to be adjusted to end 9.30pm.

A: RR update supplier with timing, enquire if this gets us a cheaper price!

.ix Festival shop (similar to disco) – **LM assigned**

A: LM to procure supplies for shop – toys, snacks and soft drinks. Check stock first.

.x Festival tent (glow-up, face paint, etc) – **LM assigned**

Rota confirmed for craft/face paint helpers.

A: LM to procure supplies for face painting, crafting.

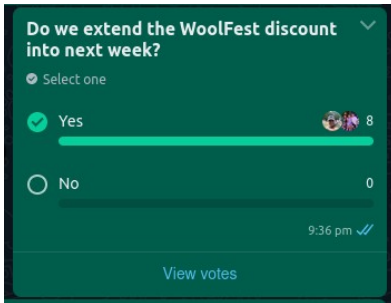
- We need to check ticket sales in order to continue with the event (and not lose money) and agree if we should extend the discount sales period. **DONE**
- We also need to check we have our suppliers all lined up and nothing is missing. **DONE**
- We need to assign setup and clear down leads and rustle up enough helpers for these periods. **Assigned to NW and SA as above**
- Review the detailed action plan to make sure someone is assigned for each item we have left to do. **Assigned to SA**

Calendar review: - 10 min

9. New activities to be calendared, Confirm date for next meeting.
Refreshments as calendared above.
Next committee meeting TBD.

Evidence of post meeting decisions:

Extension of discount WF ticket price:



Trustees review evidence: go/no go for WF at 2 weeks to go:
Stuart Ashby:

