

## FHIS Meeting MINUTES

8.15-9.10pm

29/09/2021

In the Eastfield Pub, Henleaze

Attendees: Alice, Louise, Andrew, Gemma, Allannah, Ann, Jo, Shreya, Andrée, David, Harry

Apologies: Lauren, Harriet, Michelle

Topic	Presenter	MINUTES and <b>action points in red</b>
1. Welcome and introductions (including voting in)	Alice	AGM therefore voting in committee members:  Co-chair- Alice Secretary- Lou Treasurer- Andrew Committee member- Shreya Classlist, interim reps coms- Allannah Amazon smile and Easy fundraising- David  <b>Still need co-chair, co-treasurer and communications, sponsorship and marketing.</b>  Previous treasurer Rich is still co-signing monies being released from the bank.
2. Report on financials including Wish List and trustees, preferred method for collection of	Andrew	20.34-21.19 About £25k in bank account FHIS generates an extra £25-30 each year and also spend that. Income has been affected by Covid. <b>Wishlist to be confirmed- Gemma, Lauren</b> New business manager and finance admin so need to finalise wish list. School hasn't claimed from FHIS for some money that has been spent.

<p>funds, card readers</p>	<p>Update from Gemma on <b>impact of FHIS spending:</b></p> <ul style="list-style-type: none"> <li>-fake grass much used and appreciated by pupils</li> <li>-classroom refurb (resource storage)</li> <li>-Forest School area to be fenced off, develop their area for use by all teachers in nice weather</li> <li>-Theatre workshop</li> <li>-Year 2 treat (disco)</li> <li>-guided reading books- new resources needed</li> <li>-each class was given £100 – teachers and pupils involved in decisions</li> <li>-planters (to be filled)</li> <li>-Curriculum resources- Science and Geography</li> <li>-Library update- usable but furniture companies are delaying, have a new Reading Lead (FHIS money has been allocated for this)</li> </ul> <p><b>Wish list update:</b></p> <ul style="list-style-type: none"> <li>-Forest school</li> </ul> <p>Reduced numbers in Reception makes sessions more expensive for Reception parents- can FHIS up their contribution to £1700 (from £1500)</p> <ul style="list-style-type: none"> <li>-Playground markings</li> <li>-Classroom refurb (rolling)</li> <li>-Y2 treat £500</li> <li>-Theatre workshop £1700</li> <li>-Sports Day lollies</li> <li>-Main playground- £7500+ (bespoke)</li> <li>-New Early years curriculum- resources for Reception £500</li> <li>-Christmas gifts (non plastic) or revert to previous whole class, sustainable gift (£450)</li> </ul> <p>Andrew explained what has already been committed to the school from the FHIS bank account.</p> <p>Query raised, do we have the money to approve the new wish list? Andrew confirmed we have the money, raise £17k this year. Budgets for 2021-2 are very conservative. We have a considerable 'buffer'.</p>
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		<p>£15/16 raised last year.</p> <p>Andrew will double check wish list with Lauren. Andrew will create list of money already committed to the school.</p> <p>Number on school roll is down to 240 rather than 270 pupils this year.</p> <p><b>Trustees-</b> Andrew, current document is outdated- will be updated when we have access.</p> <p>No access to Googledrive as yet.</p> <p><b>Card readers-</b> Fireworks would like 3 more cost £17- will make 4 in total for FHIS Issue- strong signal- School guest Wifi?</p> <p>Fireworks offering alternative ways to buy tickets.</p> <p><b>Collecting funds-</b> paypal pool Christmas Bags- parents pay FHIS for a product This service is closing on 30<sup>th</sup> October. Any events going forward, alternative method is needed. FHIS paypal account can be used- fee involved if money not given as 'family and friends'. FHIS paypal account with attached message 'Please tick friends and family'. Allannah has already looked for alternatives.</p>
<p>3. Frequency, style and method of communication, noticeboard, Classlist</p>	<p>Alice &amp; Allannah</p>	<p>21.19-21.32 School newsletter has become more concise. Proposal to stagger communications. FHIS logo on bottom of newsletter with a single sentence- to Gemma by Weds. Reps-messages sent to them are ready to be forwarded on, no editing etc needed Facebook group info to be posted there too</p>

		<p>Physical noticeboard- school and FHIS joint- at the back of class 8. Possible 'thermometer' for large fundraising events. <b>HIS office staff to source noticeboard.</b>  <b>Website content- Alice will review. Please inform if updates needed.</b></p> <p>Classlist- Allannah caretakes, gives reps admin rights etc – it links to the successful use in the JS. Y2 all pupils, Y1 most, Reception two thirds, BUT more membership than Facebook. Not arduous to upload to.  There is a ticket functionality to Classlist.  Keep it up this year?  <b>Revisit in summer.</b></p>
4. Update on sign-ups for each event	Shreya	<p>21.32-21.34  Sign up genius  Can sign up to FHIS committee vacancies.  Teams are full for most events  Couple more for Easter event organising team in April needed- there is a lead  Few gaps:  Ice cream sales  The summer event  <b>Forward the link to be included in next FHIS newsletter</b></p>
5. Halloween event	Alice	<p>21.34-21.39  All running smoothly- widely publicised.  Proposal to have a FHIS member by uniform stall- invitation to come and have a chat to find out about FHIS. Many committee members are unable to attend.  Alcohol license needed? Alcohol at more events?  Prosecco in cupboard (bought and paid for).  Fireworks also very well organised.  Christmas bags- also up and running</p>
6. Uniform update	Alice	<p>21.39-21.42  Notice given to Monkhouse.  Can we make money from new uniform? Do we have capacity for this?  <b>Perhaps a project for the future.</b></p>
7. Celebration of success-	Alice	<p>5 mins 21.42</p>

thanks to outgoing members		Thank you to previous members-raising £17k in a Covid year- huge achievement. Real thank you from existing FHIS and the school.
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