

HORRINGER PRE-SCHOOL FUNDRAISING COMMITTEE MEETING

Thursday 13th September 2018
Glebe Meadow, Horringer

Present: Rebecca Dodman (Chair), Bec Austin, Nicola Barber, Kirsten Goodwin, Jo Hopking, Stephie Page, Ruth Walker.

1. Apologies

Mel Hyde-Carr. Emma Phillips has formally resigned from the Committee following the birth of her daughter Mia. The Committee thanked her for all her hard work over her two years on the Committee.

2. Fundraising Plan 2018-19

Rebecca welcomed Bec to the Committee. Our main item was to agree the Fundraising Plan for 2018-19. We need to raise £8,195 ourselves towards the costs of the Acorn Project for which we cannot apply to grant funders (eg the remaining planning costs). Rebecca talked through the items currently on our draft three year plan for this year, with estimated funds expected to be raised for each one (where possible based on sums raised with that event previously).

Autumn Term

a) Pub quiz (estimated £800)

This has been a successful event for us previously, raising around £800 each time towards the Acorn Project. We have held one in the Six Bells, and one in the Beehive: both are an option this time around, depending on which pub is keen to host. Taking account of other events in the village, a possible date would be Friday 12th October or Thursday 11th October if 12th is unavailable. It was agreed:

AP1: Jo to print tickets, and ask Joanna to help with questions.

AP2: Nicola to be in charge of ticket sales.

AP3: Ruth to ask both pubs and then pass information onto Rebecca to communicate with them and Nicola, to finalise the date and details.

b) Christmas cards personalised items - (estimated £100 minimum)

We will sell the remaining Christmas cards designed for us by Tor Freeman, plus offer parents the option to order gifts personalised by the children. These will include Christmas handprint designs. It was agreed:

AP4: Stephie to check whether we get a discount on gifts if we order them early, organise the designs for the gifts, find out the costs and margin for the items, and decide which items we are going to offer.

AP5: Bec to design a “Christmas items” poster, once we know which items we are offering.

AP6: Kirsten to design an order form for parents.

AP7: Kirsten to handover remaining cards to Stephie for sale.

c) Kids’ Café (estimated £250)

This will be held on the last Friday of Half Term as always, and will have a Halloween theme. As this is a repeat event, Rebecca and Nicola are well-organised in how to deliver it. It was agreed:

AP8: Jo to help with the Kids’ Café.

AP9: Rebecca and Nicola to ask parents for cake/ biscuit donations nearer the time.

d) Other Christmas events (£250)

There are two other options for another Christmas-related event: the Christmas pudding evening for parents, where we host and provide the ingredients to make Christmas puddings; and a Christmas wreath-making workshop, possibly to include children. Both events would require quite a lot of work, plus some outside help. Before deciding, we need to do a bit more research. It was agreed:

AP10: Ruth to contact ICE Cookery School to see if they could help with the Christmas pudding workshop.

AP11: Ruth to talk to Snapdragon to see if they could help with the wreath-making.

e) Horringer Christmas Switch-On in the Village (estimated £250 minimum)

The Pre-School is organising the Horringer Christmas Lights Switch-On this year, led by Ruth. This is usually tea and carols in the Community Centre, followed by the Christmas tree lights being switched on by someone who contributes to the village community.

Ruth suggested the following programme:

- 3.45pm to 4.45pm: tea and possibly carols by the Primary School choir in the Community Centre
- 4.45pm - Christmas Lights Switch-On
- 5pm onwards, a ticketed disco for the village children, with pizza and hot dogs (possibly split into two sections: an earlier one for all children, and a later one for older children only). Tickets could possibly include the food, or it could be extra to buy.

There is also some work before the day, including putting the lights on the tree (which is donated by Ickworth), and digging a trench for the cables. Bec suggested that her sister (a puppeteer) might be able to contribute.

AP12: Ruth and Nicola to form the Lights Switch-On Sub-Committee.

AP13: Ruth to dig trench and arrange Christmas lights on tree

AP14: Ruth to investigate options for the person to switch on the lights.

AP15: Ruth to speak to villagers with older children about the option of a later disco for them.

AP16: Bec to make a poster when plans are agreed.

f) Christmas Raffle (estimated £100)

We will have a Christmas Raffle at the Pre-School Christmas Party, as always. Nicola kindly offered to organise this.

AP17: Nicola to organise Christmas Raffle.

Spring Term

The final plans for the Spring and Summer Term fundraising events will be agreed at the Fundraising Committee Meeting in January. The outline is as follows.

AP18: Kirsten to ensure that the Agenda for the January Fundraising Committee includes an item to finalise plans for the Spring and Summer Term.

g) Quiz (estimated £800)

We will host a Quiz termly. Detailed planning for the Spring Term to be agreed nearer the time.

h) Café (estimated £250)

This will be on the Friday of Half-Term, as usual, possibly with a Pancake Day theme.

i) Easter Events (estimated £500 for both, minimum)

Possible Easter Events could include Easter Bingo for the adults (at the opposite end of the Term to the Quiz), and an Easter Treasure Hunt for the kids. This will be finalised nearer the time.

Summer Term

j) Quiz and Café (estimated £800 and £250 respectively)

Our regular termly events, to be repeated.

k) Summer sponsored events (estimated £1,500 for both)

It was agreed that we should aim for one sponsored event for adults and one for children this year. The children's event could be a variation on the Slide-A-Thon, possibly open to the whole of Key Stage 1 this time, or a Colour Run. The adults' event could be the Three Peaks' Challenge. We were unlikely to be repeating the Summer Party this year. These events will be agreed at the meeting in January.

l) After-school Cake Sale (£100 x 3)

This could take place in any or each term, as it does not require much organisation. It would raise most money if we were permitted to sell outside the Primary School as well as Pre-School.

AP19: Rebecca to ask Mrs Burrell about after-school Cake Sales.

Conclusion

The estimated funds raised from these events would be over £6000. It was agreed that this was a sufficient proportion of the sum we need to raise for planning costs by the time we install the new building.

AP20: Kirsten to update the Three Year Plan, and produce a 2018-19 Plan.

AP21: Kirsten to give the minutes of the Fundraising Committee to Ruth/ Nicola to put on the website.

3. Next meeting of the Fundraising Committee

This will be during the first part of the Pre-School Committee Meeting in November 2018.

FUNDRAISING PLAN FOR 2018-19

Autumn Term

- Oct 12/13th: Quiz at a village pub
- Oct: Launch Christmas cards and gifts
- Oct HT: Kids' Café
- Oct/Nov/Dec: Christmas pudding workshop or wreath-making
- Nov 30th: Village Christmas Lights Switch-On

Spring Term

- Jan?: Quiz at a village pub
- Feb HT: Kids' Café
- Easter: Treasure Hunt and/or Bingo

Summer Term

- May?: Quiz at a village pub
- June HT: Kids' Café
- Summer: Kids' and/or adults' sponsored event
- July: Horringer Fête Pimms stall and Buy A Brick