



# Spring Term (1st half) Meeting Minutes

Meeting start Date | Time 19/01/2023 8 PM | Location Via Zoom

---

## Attendees

---

Anne Jenkins	Elizabeth Brereton	Will Evans
Kim James	Natalie Sanchez	Rachael Evans

---

## Apologies

---

Apologies for absence :...

Sarah Garrett	Nic Donno	Tracey Brown	Bridget Turner
Karen Eastman	Darren Black	Mrs Beth Billington	

---

## Welcome & Agenda

---

Thank you for attending, today we will be discussing:

- Winter Term Events
- Treasurer's Report
- Donation to school
- Spring & Summer Term Plans
- FOJ shed
- AOB

---

## Winter Term Events

---

To recap on the last quarter's events, there were so many and such great support from parents, the success of the events is testament to everyone involved, thank you very much.

The things we did well and the things we could do better, by event:

- Halloween Trail

Went well:

- Advertised well and good attendance
- Set timings in the day
- Held a week before Halloween, seemed to work well for attendance

- Christmas Fair

Went well:

- Fancy dress stall a real success
- Food stall with wonderful donations from parents - thank you all who contributed
- Lots bought into the raffle
- Horses were a great addition
- Santa was great and would be open to being involved again next year
- Lots of involvement from teachers, which the children really liked

To Improve:

- Run straight from school so that more attend
- Banners and Boards up in the village
- encourage outside stalls, not all run by FOJ/teachers
- Consider family bundle for entrance fee

- Christmas Cards

To Improve:

- Came through late - plan for contingency time built in
- Encourage earlier orders to ensure can get other products like cups, bags, gift tags
- Create designs earlier in the year (soon after return from summer) to help with timelines
- Look at rebate and see if it is sufficient

- Christmas Disco

Went well:

- Running it straight from school due to weather conditions worked well as meant less trips for parents
- DJ provider expensive, use alternative options
- Just Giving page for tickets worked really well, much more efficient and easier to manage than paper tickets, simpler for parents too

- Christingle

To Improve:

- It was suggested that the children could make the oranges?
- This year the CoOp Buntingford kindly donated the oranges and sweets- look into next year's source of donation

- Theatre Trip

To improve:

- the performance was potentially a bit old for the children / not christmassy enough, we could go to a more classic panto instead - look into panto deals for schools at local theatres (Broxbourne Spotlight Theatre, Harlow, Stevanage)
- Try to use a more cost effective coach provider
- Should let parents know about the trip and which performance booking to avoid them booking the same

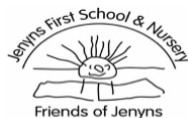
- Panto/ Nativity Performances

- Let everyone know about donation pot ahead of time
- Investigate if option to have more shows, different days and times to allow for more to attend

More generally, we will look into Alcohol Licence for the Christmas period to run across multiple events as well as a licence to sell raffle tickets across the period

The balance as of the last AGM in November was sitting at the £15,000.00 mark.

We have since had the Christmas Disco, Christmas Fair in the Playground, School Pantomime Trip, Children's Pantomime Productions in school, and the very much deserved Christmas break



## FOJ Expenditure Nov 22 - Jan 23

DATE	EVENT	INCOMINGS	OUTGOINGS	ROLLING A/C
09/11/2022	Xmas Disco 22 GiftAid via JustGiving	£4.75		£15,219.97
15/11/2022	Amazon Smile	£22.15		£15,242.12
18/11/2022	Santa Presents		-£74.99	£15,167.13
21/11/2022	Xmas Disco 22 Ticket Sales	£57.41		£15,224.54
22/11/2022	Xmas Fair 22 'Tat'		-£127.89	£15,096.65
22/11/2022	Urn		-£85.97	£15,010.68
24/11/2022	2022 Panto Trip		-£726.00	£14,284.68
24/11/2022	Xmas Fair 22 Lights		-£67.19	£14,217.49
25/11/2022	Treasurer supplies		-£65.49	£14,152.00
28/11/2022	Xmas Disco 22 Ticket Sales	£8.22		£14,160.22
28/11/2022	Xmas Fair 22 Food and Drink supplies		-£109.52	£14,050.70
05/12/2022	Xmas Fair 22 Sum Up Payments/Sales	£101.29		£14,151.99
08/12/2022	Coach for Xmas 22 Panto Trip		-£590.00	£13,561.99
08/12/2022	Jenyns Glitter Afternoon supplies		-£110.00	£13,451.99
15/12/2022	Xmas Disco 22 baance payment to DJ		-£125.00	£13,326.99
19/12/2022	Halloween Trail 22 cash takings	£97.00		£13,423.99
19/12/2022	Xmas Disco 22 cash takings	£17.00		£13,440.99
19/12/2022	Xmas Fair 22 cash takings	£831.62		£14,272.61
19/12/2022	Xmas festive treats in playground	£10.00		£14,282.61
29/12/2022	Xmas Disco 22 Ticket Sales vis JustGiving	£30.35		£14,312.96
03/01/2023	Xmas Disco 22 party rings and crisps		-£9.45	£14,303.51
03/01/2023	PARENTKIND , PTA Insurance		-£100.00	£14,203.51
<b>TOTAL</b>		<b>£1,179.79</b>	<b>-£2,191.50</b>	<b>£14,203.51</b>

As you can see, whilst we have had a lot of outgoings in order to treat the children over the Christmas period, we have also made a good amount through the events held, meaning that the standing balance remains in a very healthy position

We now have some easier ways of managing payments and monitoring of expenditure through debit cards and 'Free Agent' software.

In March we are due to submit our accounts, an annual requirement, in order to retain our registered charity status.

We are on the lookout for any schemes that award charities, we have previously benefited from Amazon Smile, but it has been announced that this scheme will be closed.

---

### Donation to School

---

FOJ continue to liaise with the school with regards to the £5,000 donation of excess funds previously proposed, taking into account a safe £6,000 allowance for the WBR, this still allows for a generous reserve of just over £3,000 to cover the cost of planned expenditure such as leavers celebrations and the potential purchase of a desperately needed FOJ shed, and of course for any reason the committee were unable to fundraise or the school needed urgent support.

There will be a meeting to discuss the schools proposal for the use of the donation, this will be held in March, in order for the funds to be transferred at the beginning of the financial year.

---

## Spring & Summer Term Plans

---

- Braughing Wheelbarrow Race - 8th July 2023
  - Anne and Kim to attend the organisers meeting w/c 23/01

What we could do better this year:

- Need to form a bigger volunteer group ahead of the event to meet the demands of the day, it was very busy last year, is our biggest fundraising event and there is opportunity to raise more this year
- A computerised system for the raffle to free up volunteers time
- a practice run on the day before for those working the bar to reduce waste
- Advertise to get more parent and child race entrants from the school

other dates for the calendar and to start brainstorming ideas for:

- Mothers Day - 19th March 2023
- Easter Sunday - 9th April 2023 - Break up 3st March
- Kings Coronation 6th May 2023 - Bank holiday on 8th May
- Fathers Day - 18th June 2023
- Summer Festival/ Farewell to Leavers - w/c 17th July

---

## FOJ shed

---

The Friends of Jenyns storage shed needs replacing. It is where all supplies for events are stored and it is currently damp as the door is not closing properly and the foundations are not sound.

There is a group in Braughing called 'The Shed Club' who have kindly offered to help, but we also need a working group to work towards a dismantle and rebuild project over the Easter holidays. We want to try and sell the shed, perhaps as scrap and we need to find someone to lay the foundation.

---

## Actions

---

Short Term:

- Arrange meeting in March to discuss schools proposal for donation [Elizabeth Brereton](#)
- Research ideas for Mothers Day [Natalie Sanchez & Rachael](#)
- Form volunteer group for Shed [Anne Jenkins](#)
- Form volunteer group for Braughing Wheelbarrow Race [Anne Jenkins](#)
- Research way of computerising raffle [Rachael Evans](#)

Long Term:

- Raffle ticket and alcohol licence [Elizabeth Brereton](#)
- Panto deals for schools at local theatres [Rachael Evans](#)
- Look into possible donation source for Christingle [Will Evans](#)
- Explore coach options [Anne Jenkins](#)

---

*Meeting Close Date | Time* 19/01/2023 9:30 PM | *Location* Via Zoom

If you would like to send us a response to anything in the minutes, all suggestions/ recommendations/ volunteers welcomed! We would love to hear from you at: **friendsofjenyns@gmail.com**