



## Hornbill Helping Hands

# MINUTES

Location: Chautari's

Date/Time: Monday 29th September 2022 - 1900 hrs

Present: Angela S, Natalie K, Gary, Louise B, Nita, Karen MR, Jutta M, Kate E, Antoinette

Apologies: Sarah S

## AGENDA

- Confirming dates
- Upcoming events
- Chair, secretary, treasurer roles
- Any other business

## CONFIRMING DATES

Roald Dahl Film Night: Friday 14th October 2022

Spooky Disco: Thursday 3rd November 2022 - \$5 per child

Christmas Jumper/T-shirt Day - HHH Book delivery: Thursday 8th December 2022

Proposed Date: N/A

Action required: N/A

## UPCOMING EVENTS

### 1. Roald Dahl Film Night

- Plan to use sports hall if there is bad weather, use nearby classroom for providing slushies, popcorn etc
- People required to sell tickets for cinema - KMR, Anita and Antoinette offered to do this @ back gate when parents and children are coming in for Dashain Picnic on Friday 7th October 2022, 11.30am
- Money generated will go towards purchasing Santa's books
- Angela said she has already designed a poster for the disco
- If good weather, snacks will be provided in the DT kitchen
- Antoinette has offered to man the gate
- Louise B has offered to man the Slushie machines

Proposed Date: Friday 14th October 2022

TT, FS1 - afternoon stay and play - 1500 - 1545hrs  
FS2 - Y1 - Y2 - 1615hrs - 1715hrs  
Y3 - Y6 - 1730hrs - 1830hrs

Action required:

- Sarah Seymour - to see if she can source glowsticks from JWD
- Angela S - to ask Mrs Cunningham to DJ for the evening
- Jutta - to organise volunteers that come forward to help to decorate the MPH
- KMR - to create a file for volunteers to sign up to
- Angela - to email Mike at the Naafi to ask for permission for the Slushie machines, also need to sign a waiver form - [mcollins@naafi.co.uk](mailto:mcollins@naafi.co.uk)
- Letter needs writing to go out to chn
- Send out advert telling parents that tickets will be available for purchase on 7th @ back gate

## 2.Christmas Jumper Day - Movie Day - Santa

- Discussed the price of the books per child and what had been chosen already
- Agreed £5 price, however if we could get the books cheaper, through book sets etc, then would
- KMR has emailed teachers asking them to make their choices by Friday 29th September
- Still waiting for more responses
- Gary M and KMR checked books left over from last year. Not many left, decided to keep for prizes at Spooky Disco for best dressed child and watermelon carving competition
- Few roles of wrapping paper left in cupboard - need to order some more

Proposed Date: Thursday 8th December 2022

Action Required:

- KMR - to chase up any year groups who have not responded
- KMR - to check any prices of books and find best deals online when responses come in
- Natalie - to ask RAO about payments of books
- KMR - JMR to email CE reference the Puma landing at school
- Wrapping paper will need to be ordered/purchased

## 3. Spooky Disco

- Decided there would be a decorating committee to decorate the MPH. Jutta kindly offered to be the lead on this
- Jutta suggested the chn could take part in a watermelon carving competition which could be brought in on the night and displayed at the entrance or in the hall and illuminated
- Suggested we would need volunteers on Friday 4th November to help tidy up from evening before

Proposed Date: Thursday 3rd November 2022

### Action Required:

- **Jutta** - head up decorating committee
- **KMR** - to design form for volunteers for this event and clean up after
- **Natalie** - to source stock for sweets and drinks
- Poster design for pumpkin competition - Y3-Y6 or all years?
- Ask DIO for white sheets for ghost decorations
- Source halloween decoration
- Put out an appeal for any old halloween decorations

### CHAIR, SECRETARY, TREASURER ROLES

- It was put to the meeting members as to whether anybody wanted to take on the roles of Chair, Treasurer or Secretary, no one came forward

### Action Required:

- **KMR** - to email volunteers who indicated they may be interested in a committee role

### ANY OTHER BUSINESS

- Suggested that we let the teachers know that they can apply for funds for all sorts of different things, trips, festivals etc to raise awareness
- Suggested that we plan to raise money at certain times of year in order to know we have a set amount of money available to fund year groups
- Suggested we relay information to parents about the fundraising money we receive and what it goes towards
- It was discussed as to whether Sam Thorley, a dependent in BFB and illustrator, could help with designing and illustrating a wall in the new Treetops setting
- Suggested that we write a short job description for the roles on the committee so that it is more clear for people who may be interested
- Sub-committees could be used for different events throughout the year, so there is some ownership, i.e for Santa's books, Spooky Disco

### Action Required:

- **KMR** - to email ladies who volunteered and mentioned they were interested in a committee role to see if any want to take this further
- **Gary M** - to email staff telling them they can apply to the HHH for funding
- Job roles need to be written to send out

### NEXT MEETING

Not set