



Friends of Heighington Millfield Primary Academy

**Minutes of the Meeting Dated 3rd November @ 7.30pm
@ Turks Head Public House, Heighington**

Attendees	Online Attendees	Apologies
Kerrie Anderson Kat Simmonds Kim Sellars Sophie Fletcher Liam Price	Donna Woosey Amy Dyche Lindsay O'Shea Lol Levisley	Sharon Reaney Alex Boucher Kate Holliday Amy Price Donna Windard Julie Shaw Helen Hempstock Jo Orrey Adele Cochran Louise Hibberd Tracy Pickard Stacey Pickwell

Item	Lead
Welcome KA welcomed everyone for general meeting and explained the business to be discussed at meeting.	KA
Apologies	
General Meeting 23rd Oct 2025 - Disco <ul style="list-style-type: none"> 155 attendees = KS1 & KS2 £540+ profit made – well supported – over 700 glowsticks sold and 500 packets of Haribo KS_i booked x 2 disco for Feb and Jul 2026 	KA & KS _i
Future Events <ul style="list-style-type: none"> Xmas Lucky Squares to be rebranded as Winter Raffle to run across all Winter Events KS_i has secured LEGO prizes, further prizes needed and to be arranged and collected by: <ul style="list-style-type: none"> Hamper by KA from Spar/Coop Jump Inc Vouchers by LOS Hollywood Bowl Vouchers by KS_i 	KA

- KSi to approach Lincoln Print Centre for Lucky Squares Board
- To be run online as previous raffles, requires additional prize – KSi arranging
- KA to arrange posters with AD

Thurs 20th November 2025 - Winter Lights Show

- KSi onsite from 12pm to assist set up of event
- Running along fence line to left of Cube
- Disco to set up and run from Cube
- Drinks and gifts to be set up and run from Library
- External caterers – Lincolnshire Fryer and Spud Wagon to be in playground
- KA to arrange floodlighting (Health and Safety)
- KSe to arrange letter drop to local residents
- Capacity of 600/currently 164 sold
- KSe to now publish on Facebook for local community
- End pre-sale on 17/11/25
- 12 volunteers needed (to be given FOC entry)
- Needed from 4.30pm for set up
- Stock needed – Hot drinks/cans/fruit shoot
- KSe to arrange possible Bookers delivery
- Glow stick items to be purchased – agreed 300 items
- KSi to order foam and glow sticks
- KSi to arrange popcorn and sweet cones - £1 each
- KSi to liase with After School Club
- KSi and DW to arrange RA and First Aid arrangements
- KA to add WhatsApp poll for volunteers

Sun 7th Dec 2025 – Heighington Xmas Market (11am-3pm)

- Usual arrangements including games, drinks and preloved Xmas Jumpers
- Games – (usual water and wine, plus Spin the Wheel and Candy Canes to be made by Lol)
- Communications for wine donations to be dropped at school office
- Food/drinks (mulled wine, tea, coffee, hot chocolate and baileys)
- KA to arrange mulled wine
- Xmas Jumpers – need to do shout out for preloved
- Art room to be used for PTA activities
- Santa in sensory room opposite Y5 with exit past PTA
- 32 volunteers needed for 1 hr slots
- KA to arrange WhatsApp poll for volunteers

Thurs 5th Dec 2025 – Movie Night

- Agreed for only 1 Movie Night this year
- To be held in the main school hall straight from school day
- 4-5 volunteers needed from end of day
- £3 per child
- Need letter and permission slip drafting – Kse to do
- Add info on sweets and drinks from DW feedback
- Split departure – KS1 Library Doors and KS2 Corridor
- JW to collect attendance list
- Need 5 PTA volunteers and 2 teachers minimum
- Choice of movie to be emailed by KSi to DW to be passed to School Council to decide from;
 - Elf
 - Arthur Christmas
 - Nativity

Sat 28th March/Sun 29th March 2026 - Easter Egg Hunt

- KSi to contact and book Jubilee Hall
- Agreed to continue from Hall as a village event
- KA to speak with SP to organise purchasing of Easter Eggs
- Lol offered to write hunt this year

Sat 27th June 2026 - Summer Fayre (Circus)

- After AGM and volunteer vote, a circus agreed for 2026 Summer Fayre
- KSi confirmed Circus company booked for 3 x ticketed shows
- KSi confirmed Disco booked
- **KSi confirmed wipeout inflatable booked**
- Discussed other inflatable options – agreed KSi to book smaller bouncy castle with slide for younger children
- Disclaimers for inflatables to be queried and checked
- KSe to arrange magician if possible
- Event to be set up on 25th June 2026
- Additional costs for circus events on Friday for school?

Spending

- Agreed to continue with £10 per child for trips
- Awaiting updated STEM email request from DW
- KSi to calculate amount to spend in Jan 2026
- Balance of £5k required for events
- Introduce targets/aims for fundraising to show what money is being raised for

<ul style="list-style-type: none">• Possible digital totaliser suggested by KSi• LP suggested Link STEM in our events to promote reasons for fundraising• KSe to continue to take lead on Y6 hoodies to be given out in March/April as last year due to success <p>AOB</p> <ul style="list-style-type: none">• Frequency of newsletters – agreed as and when needed dependant on events etc. <p>Next Meeting(s)</p> <p>Monday 26th January 2025 at 7.30pm Venue Turks Head</p>	
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Kim Sellars